

BACHELOR OF ARTS IN PROFESSIONAL AND TECHNICAL WRITING (PTW)

Overview

The PTW program is designed to help you learn to write, edit, and design electronic and paper documents for businesses, organizations, and institutions. Successful PTW majors demonstrate many kinds of knowledge and skills valued in the field. As a PTW major, you'll analyze existing works—from web sites and manuals to policies and proposals—as well as produce your own original materials for your professional portfolio. Specifically, you will

- learn to produce clear, effective, well-edited writing that serves the needs and interests of various audiences;
- learn to adapt to working environments that are changing rapidly—especially in terms of information technology;
- develop a specialty in a specific field or type of working environment in which you'd like to put your PTW knowledge and skills to use.

Majors in PTW enjoy successful careers as writers, editors, and document developers. Our graduates have gotten work as professional and technical writers at Ohio companies like Radcom and Rockwell Automation, as grant writers at regional nonprofits, as marketing and public relations specialists around the nation, and as teachers, trainers and consultants in the field. Many have continued their studies in graduate programs as well.

A major in professional and technical writing requires 63 semester hours, distributed as follows:

COURSE	TITLE	S.H.
General Education Requirements		
Core Competencies		
ENGL 1550	Writing 1	3-4
or ENGL 1549	Writing 1 with Support	
ENGL 1550	Writing 1	3
CMST 1545	Communication Foundations	3
Mathematics Requirement		
MATH 2623	Quantitative Reasoning	3
Knowledge Domains		
Arts and Humanities (6 s.h.)		6
Natural Sciences (2 courses, 1 with lab) (6-7 s.h.)		7
Social Science (6 s.h.)		6
Social and Personal Awareness (6 s.h.)		6
First-Year Experience		
LASS 1510	Exploring Critical Questions in LASS	3
Foreign Language Requirement		
FNLG 1550	Elementary Foreign Language	4
FNLG 2600	Intermediate Foreign Language	4
I. The Core (27 s.h.)		
ENGL 3740	Advanced Writing	3
ENGL 3743	Professional and Technical Writing	3
ENGL 3744	Proposal and Report Writing	3
ENGL 3745	Writing for Online Environments	3
ENGL 3751	Readings in Professional and Technical Writing	3
ENGL 3755	Principles of Linguistic Study	3
ENGL 4843	Advanced Professional and Technical Writing	3
ENGL 4849	Professional and Technical Editing	3
ENGL 4899	Professional and Technical Writing Senior Project	3

II. Writing and Language Study (12 s.h.)

Take no more than three courses in any one category. Other courses may be substituted with approval. 12

Internship (1-3 s.h.)

ENGL 4898 Professional and Technical Writing Internship

Linguistics

ENGL 4850 Sociolinguistics

ENGL 4855 Advanced Linguistics

ENGL 4858 English Grammar

ENGL 4859 Selected Topics in Discourse

Creative Writing

ENGL 3746 Fiction Writing Workshop

ENGL 3747 Poetry Writing Workshop

ENGL 3748 Screenwriting

Journalism

JOUR 2622 News Reporting 1

JOUR 3716 Magazine Publishing

JOUR 3717 Editorial and Opinion Writing

JOUR 3760 News Reporting 2

III. Critical Reading (6 s.h.)

Take any two literature courses in the English department.

Please note: 2600-level courses may also be counted for GER credit

IV. Professional Area (18 s.h.)

Choose one of the five options listed below. 9 s.h. must be at the 3700-level or higher. Appropriate coursework can be found in the departmental programs listed for each area. 18

Option 1: Publication Design

Option 2: Electronic Document Development

Option 3: Technical/Scientific Writing

Option 4: Organizational Writing

Option 5: Independent Professional Area

Year 1

Fall	S.H.
Natural Sciences	3
Arts & Humanities	3
ENGL 1550	Writing 1
or ENGL 1549	or Writing 1 with Support
MATH 2623	Quantitative Reasoning
Foreign Language 1550	4
Semester Hours	
	16-17

Spring

Social Sciences	3
Social & Personal Awareness	3
ENGL 1551	Writing 2
CMST 1545	Communication Foundations
Foreign Language 2600	4
Semester Hours	
	16

Year 2

Fall	S.H.
ENGL 3743	Professional and Technical Writing
ENGL 3744	Proposal and Report Writing
PTW Prof Area crs. (1 of 6) ¹	3
Req. II (1 of 4) ²	3
Natural Science/lab	4
Semester Hours	
	16

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Spring		
ENGL 3745	Writing for Online Environments	3
ENGL 3751	Readings in Professional and Technical Writing	3
PTW Prof Area crs. (2 of 6) ¹		3
Social Sciences		3
Social & Personal Awareness		3
Semester Hours		15
Year 3		
Fall		
ENGL 4843	Advanced Professional and Technical Writing	3
PTW Prof Area crs. (3 of 6) ¹		3
PTW Prof Area crs. (4 of 6) ¹		3
37/48xx Req. II (2 of 4) ²		3
Arts & Humanities		3
Semester Hours		15
Spring		
ENGL 3755	Principles of Linguistic Study	3
ENGL 4849	Professional and Technical Editing	3
PTW Prof Area crs. (5 of 6) ¹		3
37/48xx Req. II (3 of 4) ²		3
37/48xx Req. III (1 of 2) ³		3
Semester Hours		15
Year 4		
Fall		
37xx or 48xx Req. II (4 of 4) ²		3
37xx or 48xx Req. III (2 of 2) ³		3
ENGL 3740	Advanced Writing	3
Elective 37/48xx		3
Elective		3
Semester Hours		15
Spring		
ENGL 4899	Professional and Technical Writing Senior Project	3
PTW Prof Area crs. (6 of 6) ¹		3
Elective 37/48xx		3
Elective 37/48xx		3
Semester Hours		12
Total Semester Hours		120-121

- PTW majors will create and implement appropriate formats and designs for specific audiences and purposes.
- PTW majors will use a problem-solving approach and a variety of resources to investigate a problem, acquire and assess information, and organize it effectively.
- PTW majors will design documents professionally, using appropriate technological resources, software and hardware, as well as appropriate elements of design.
- PTW majors will evaluate others' writing, accept and implement the recommendations of others in revision and editing. They will edit appropriately, using conventional grammar, spelling, and diction, and they will apply the appropriate style guide.

Notes:

1. The Professional Area requires 18SH in various areas; GER courses may be counted toward it.
2. Req. II includes 12 upper-division SH in non-PTW classes, including linguistics, journalism, and creative writing.
3. Req. III includes any **two** literature courses in the English department, 2600-level or higher.

Upper-division hours = 48

Learning Outcomes

The English Department has established the following learning outcomes for students completing the professional and technical writing major:

- PTW majors will define, state, and achieve a specific purpose and target audience, recognizing and adjusting for budgetary and timeline constraints.