

The Ohio State University
College of Arts and Sciences

Minor in Professional Writing

Trish Houston, Coordinator
houston.61@osu.edu
Department of English
421 Denney Hall, 164 West 17th Avenue
Columbus OH 43210-1308
(614) 292-6065

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 21st-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, CSTW 4150, examines the nature of writing in various settings and prepares students for their internship term. The minor culminates with its capstone course, CSTW 4191, which provides students with a hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

For further information or minor program approval, please schedule an appointment with a Department of English advisor by calling (614) 292-6065.

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, 3405, 4567S, and English or CSTW 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 2221, 2321, 2210, 2511, 3334, 3404, 3629, 4202, 4511
Construction Systems Management 2305
CSTW 4175
English 2268, 2271, 2276, 3305, 3468, 4568, 4570, 4572, 4574, 5662
Engineering 4401, 4402
Theatre 5331, 5961
Any additional course from Group A

Other courses such as English 4573, 4575, 4579, 4585.01 or 4585.03 may also be acceptable, depending on the writing

instructional content for a specific semester and with review and permission of the minor coordinator.

Core requirements (6 credit hours)

CSTW 4150 (3 credit hours)

CSTW 4191 (3 credit hours)

To register for 4191, 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 4191);
- 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 minors:

Required for graduation No

Credit hours required A minimum of 12-15 credit hrs
1000 level courses shall not be counted toward the 12 credit hr minimum.

Transfer credit hours allowed No more than one half of the credit hours required on the minor.

Overlap with the GEC Permitted, unless specifically disallowed by an individual minor program.

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 12 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.

Minor Approval

- 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. 17th Ave.
<http://artsandsciences.osu.edu>

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