

From: [Lowry, Debra](#)
To: [Vankeerbergen, Bernadette](#)
Cc: [Fink, Steven](#); [Daly, Marymegan](#); [Jenkins, Mary Ellen](#); [Houston, Patricia](#); [Moddelmog, Debra](#); [Simmons, Clare](#); [Tanguay, Pablo](#)
Subject: RE: Revision to the Professional Writing Minor
Date: Wednesday, October 22, 2014 6:14:16 PM
Attachments: [Professional Writing Mn Current with track changes rev 101614.doc](#)

Dear Bernadette,

Thank you for communicating the good news that the proposed changes to the Minor in Professional Writing have been approved by the ASCC. And many thanks to the committee. We have no questions regarding the updated boilerplate language to the minor program sheet and will consider this the final version incorporating recent OAA modifications. (Please note the name change for advising for the program, from Pablo Tanguay for students with last names M-Z to Ruth Friedman.)

To clarify our selection of 4189 to identify the capstone course for the program, we felt the capstone course should be viewed as a field experience (X189) rather than as a standard academic internship. As appropriate, many academic internships are often focused on observations linking theory with practice, information gathering, and acclimatization to a particular professional work environment; in many cases there are few specific requisites, so as to allow liberal participation, and expected learning outcomes may be generalized.

Enrollment in the capstone course for the Minor in Professional Writing, on the other hand, is distinguished by a rigorous application process and portfolio review of professional writing samples by the Program Coordinator to assess character and quality of student work for those students from varying majors across the institution who have completed a certain complement of courses. The required portfolio review is designed to assess the student's capacity to write functionally as expected in a real-world workplace, successfully take on a specific role (individually or as part of a team) in order to actively participate in completing a writing project in a professional setting. Through presentation of his or her portfolio of work, the student applicant must demonstrate professional-level writing skills and the ability to use them to do meaningful work for a sponsoring organization. The Program Coordinator facilitates field experiences for individual students which are negotiated with workplace partners based specifically on readiness for project-based, real world experiences. Rather than extending the learning experience explicitly, the link between demonstrated skill and outcomes is very direct; English 4189 provides a real-world experience of direct practice.

Students who have completed this course in the past have written grant proposals for the Columbus Museum of Art, scripted the televised City of Columbus Martin Luther King Jr. Day Celebration, researched and edited content of multimodal textbooks at McGraw-Hill, composed press releases and promotional materials for the Ohio Environmental council, and developed communication materials and promotional initiatives for Mid-Ohio Food Bank's Operation Feed Campaign, to name a few undertakings.

In addition, we wished to appropriately distinguish between the capstone for the Minor in

Professional Writing and our Internship in English Studies, English 5191, intended primarily for undergraduate English majors and students admitted directly to the English PhD program with a BA, in terms of preparation, requirements, and expectations, which vary considerably.

I hope this is helpful. Please let me know if any questions at all remain and when you might expect the program to advance to CAA.

All my best,
Deb

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From: Vankeerbergen, Bernadette
Sent: Thursday, October 16, 2014 1:42 PM
To: Lowry, Debra
Cc: Fink, Steven; Daly, Marymegan; Jenkins, Mary Ellen; Vankeerbergen, Bernadette
Subject: Revision to the Professional Writing Minor

Debra,

On Friday, October 10, the ASCC reviewed proposed changes to the Minor in Professional Writing . I am happy to report that the changes were unanimously approved by the Committee.

The Committee did have a question as to why the number 4189 was chosen for the internship (Professional Writing Minor: Capstone Internship) rather than 4191, which would more closely conform to OAA numbering guidelines.

Also, after you and I worked on the minor advising sheet over the summer, OAA made additional clarifications to the university minor guidelines. I have now edited the advising sheet to reflect the updated language. (See highlighted track changes.) Please let me know if you have any questions or concerns regarding this.

Once we hear back from you about the 4189 question and the updated boilerplate language on the advising sheet, the proposal will be advanced to CAA for their review and vote.

Should you have any questions about this feedback, please do not hesitate to contact Professor Meg Daly (Chair of the ASCC; cc'd here), or me.

Sincerely,
Bernadette

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