

From: [Smith, Randy](#)
To: [Lang, Susan](#)
Cc: [Sutherland, Sue](#); [Smith, Randy](#); [Griffiths, Rob](#); [Reed, Katie](#); [Duffy, Lisa](#); [Hunt, Ryan](#); [Hewitt, Elizabeth](#); [Vankeerbergen, Bernadette](#); [Martin, Andrew](#); [Renga, Dana](#); [Horn, David](#)
Subject: Proposal to establish an undergraduate certificate in Technical Communication
Date: Friday, June 12, 2026 3:00:29 PM
Attachments: [image001.png](#)

Susan:

The proposal from the Center for the Study of Teaching and Writing to establish an undergraduate certificate (categories 1a, 1b, and 2) in Technical Communication was approved by the Council on Academic Affairs at its meeting on June 11, 2026. Thank you for attending the meeting to respond to questions/comments.

No additional level of internal review/approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (July 2026).

The Office of the University Registrar will work with you on any implementation issues.

Please keep a copy of this message for your file on the proposal and I will do the same for the file in the Office of Academic Affairs.

If you have any questions please contact the Chair of the Council, Professor Sue Sutherland (.43), or me.

I wish you success with this important program development.

Randy



THE OHIO STATE UNIVERSITY

W. Randy Smith, Ph.D.

Vice Provost for Academic Programs

Office of Academic Affairs

University Square South, 15 E. 15th Avenue, Columbus, OH 43201

614-292-5881 Office

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Assisted by:

Katie Reed

Executive Assistant

(614) 292-5672



March 13, 2026

W. Randy Smith, Vice Provost
Council on Academic Affairs
Bricker Hall
CAMPUS

Dear Randy:

I am pleased to endorse the proposal by the Center for the Study of Teaching and Writing to create a certificate in Technical Communication, effective Autumn 2026. This is a Type 1a, 1b, and 2 certificate.

This certificate provides important training in the area of technical writing, which is in demand in a variety of fields. This training is also critical given the rise in Artificial Intelligence. The certificate does not duplicate any other currently offered at Ohio State. It has the full support of the College of Arts and Sciences.

Sincerely,

Andrew W. Martin
Associated Dean for Undergraduate Education
Professor, Department of Sociology



February 27, 2026

Dear Chair and Members of the Arts and Sciences Curriculum Committee:

On Tuesday, January 13th, the Arts and Humanities Subcommittee 1 reviewed a request from the Center for the Study of Teaching and Writing for a new Technical Communications Certificate. According to the proposal, “[t]he field of Technical Communication involves communicating essential information about technical subjects in an accessible and useful way to a variety of audiences.” Fluency in this sort of communication is increasingly expected in the semiconductor production, telecommunications, and biotechnology fields. Successful completion of this 12-credit, four course certificate would strengthen students’ employability in these rapidly expanding sectors. No formal training in technical communication is required to pursue the certificate, which would be open to undergraduates as well as community members not currently enrolled at OSU. To increase accessibility, the Technical Communications Certificate would be delivered entirely online, distinguishing it from coursework in technical communication at other institutions, which is mainly taught in-person.

A&H Subcommittee 1 voted unanimously to approve the request with three contingencies, all of which have been addressed and satisfied. The proposal is now advanced to the ASCC with a motion to approve.

Warm regards,

Tom Dugdale
Associate Professor
Department of Theatre, Film, and Media Arts
Chair, ASC A&H Subcommittee 1

December 20, 2025

Dear colleagues,

I write in strong support of the proposed **Technical Communication Foundations (TCF) Certificate** as a curricular addition jointly supported by the Department of English and the Center for the Study of Teaching Writing (CSTW). As Chair of the Department of English, I want to affirm that the department is prepared to support this certificate through faculty leadership, administrative coordination, and sustained collaboration with CSTW and Arts and Sciences (ASC) partners.

Most importantly, English will provide faculty leadership within the certificate's oversight structure. The proposed TCF Certificate will be administered by an Oversight Team that includes Professor Susan Lang (50% FTE in English, which also serves as her TIU) and Professor Christa Teston (100% FTE in English). This structure ensures that the certificate is anchored in the department's expertise in technical and professional writing while benefiting from CSTW's established infrastructure.

The Department of English has already played an important role in reviewing and approving the proposal: it was first approved by the department's Undergraduate Studies Committee (UGS) and then by a unanimous vote of all eligible faculty. As work to establish the certificate program continues, Professors Lang and Teston will continue to update me (as chair) and Professor Jennifer Higginbotham (chair of UGS). They will also work with Arts and Sciences Curriculum and Assessment (ASCC) to confirm approved curriculum and credit-hour requirements, to ensure that SIS configuration is accurate, and to verify prerequisites and eligibility requirements. While a designated advisor in CSTW will be responsible for program advising, the Department of English will be able to support regular course scheduling and staffing logistics required for a stable certificate pathway.

In sum, the Department of English fully supports the Technical Communication Foundations Certificate and is prepared to contribute the faculty leadership, scheduling coordination, and collaborative infrastructure necessary for its successful launch and ongoing administration. I appreciate your consideration of this proposal and would be glad to provide any additional information that would be helpful as you review it.

Sincerely,



Elizabeth Hewitt
Professor and Chair

© 2023 The Board of Regents of Oklahoma State University Technical Communication Certificate

In response to the three contingencies and one recommendation issued by the Arts and Humanities I Subcommittee on January 13, we have made the following revisions to the Technical Communication Certificate proposal:

1. Standardized Prerequisites Across Certificate Courses and Added Advising Guidance for Non-OSU Students

We submitted course change requests for CSTW 3002 and CSTW 3003 to align their prerequisites with ENGLISH 3305. All certificate courses now require:
»English.7776;xx.or.another.GEN.Foundation.Writing.and.Information.Literacy.course.(or.equivalent.for.non_OSU.students);

In addition, to address the Subcommittee's request for clarity regarding advising for non-OSU students, we added language in the Program Oversight and Advising section (p. 10) that states:

»Students.entering.the.certificate.who.are.not.current.OSU.students.will.consult.with.the.program.advisor.to.document.completion.of.an.equivalent.first_year.writing.course.that.satisfies.the.certificate.prerequisite;

Together, these revisions resolve the concerns regarding de facto prerequisites, sequencing, and advising expectations for all student populations.

2. Revised Course Sequencing Language (p. 9)

We updated the completion-process section to reflect the unified prerequisite and to clarify that certificate courses may be taken in any order once the foundational writing requirement has been met. This section also now explicitly notes that courses will be offered in Session 1/Session 2 formats.

3. Updated Advising Sheet (p. 11)

The advising sheet has been revised to:

- Include the prerequisite for all certificate courses;
- Provide guidance for non-OSU students on how to meet the prerequisite;
- List the prerequisite clearly in the certificate guidelines;
- Indicate the Session 1/Session 2 scheduling structure to support planning.

4. Certificate Title Updated

In accordance with the Subcommittee's recommendation, we changed the

certificate's official title to "Technical Communication" throughout the proposal and supporting documents.

We believe these revisions fully satisfy all contingencies and improve clarity, consistency, and accessibility for future students.



UNDERGRADUATE CERTIFICATE IN

Technical Communication



Developing and Communicating Technical Information



THE OHIO STATE UNIVERSITY

Placeholder for College Letter

Technical Communication Certificate Proposal

Required Information

- Name of proposed certificate: Technical Communication
- Certificate type: Post-secondary Undergraduate Academic Certificate program; Categories 1a and 1b; Undergraduate Academic Certificate, Category 2.
- Delivery: Online
- Proposed implementation date: No later than Autumn 2026
- Academic units responsible for administering the certificate program: Primary: Center for the Study and Teaching of Writing (ASC); Supporting: Department of English
- Permitted overlap between these courses and courses in a major, minor, other certificate, or GE: 100%

I. Brief overview

We are proposing a 12-credit hour, undergraduate *Technical Communication (TC) Certificate* with a start date of AU 2026. The over-arching goal of this certificate is to provide students with skills required in the technical communication field and prepare them to act as informed members of a technical writing/communication team in an organization as well as communicate more effectively in the workplace. A certificate in Technical Communication at the undergraduate level at Ohio State University (OSU) would provide students with valuable, practical skills that are increasingly demanded by the workforce. The benefits of establishing such a certificate program align with OSU's mission and goals outlined in its next strategic plan, *Education for Citizenship*, which will foster innovation, enhance academic excellence, and prepare students for successful careers in an ever-evolving global economy.

Currently, OSU offers no certificate or degrees in Technical Communication; the proposed certificate would provide a way to raise interest in this career path and support students who need focused training in writing for technical occupations. It will also enhance the marketability of OSU graduates wishing to enter or advance in such industries as semiconductor production. The certificate helps to fill the gap left behind by the Society for Technical Communication's (STC) recent dissolution. These newly developed courses, which will be developed and offered by OSU's Center for the Study and Teaching of Writing (CSTW), will incorporate theory and practice of technical communication.

II. Definition and Impact of Technical Communication & Rationale for Certificate

The field of Technical Communication involves communicating essential information about technical subjects in an accessible and useful way to a variety of audiences. Most discussions of the field acknowledge its breadth but note that communication categorized as technical may do one or more of the following things. Technical communication 1) communicates about technical or specialized topics; 2) communicates by using digital and analog technologies; and/or 3) provides instruction as to how to do something. The STC notes that "[t]he value that technical communicators deliver is twofold: They make information more useable and accessible to those who need that information, and in doing so, they advance the goals of the companies or

organizations that employ them.”¹ Despite the STC’s recent dissolution, technical communicators remain in high demand in such industries as software development, engineering, manufacturing, information technology, publishing, healthcare, among others.

This certificate program will help support those students interested in pursuing jobs in the rapidly expanding semiconductor production workforce along with careers in telecommunications, biotechnology, manufacturing and engineering, and other areas of information technology. The growing use of AI and machine learning in Ohio/Columbus industries (Nationwide, Chase, etc.) also demonstrates that technical communicators will be vital to those organizations. Students will learn about types of genres and styles typical of those used in these workplaces by technical writers and editors. In the certificate coursework, students will explore all aspects of technical communication, from research strategies and approaches to drafting components of genres for particular audiences to designing and implementing advanced editing strategies, including single sourcing of texts. The current and future roles of AI in technical communication will also be discussed and applied, as appropriate.

III. Similar certificates at other institutions

The following list includes those Ohio, Big 10, and other universities that have undergraduate certificates with ‘technical communication’ or ‘technical writing’ in their certificate title, along with universities that are offering such certificates online. Institutions listed on the Ohio Chapter of the STC are also included. Each list item includes the institution, title of certificate, corresponding URL, and a note about key similarities or distinctions from the proposed certificate.

Information for this section was in part gathered from <http://tek-ritr.com/techcomm-programmatic-central/maps-of-tpc-programs/> and [Educational Opportunities – OHIO STC](#).

Ohio Universities

- Bowling Green State University: Scientific and Technical Communication minor: (<https://www.bgsu.edu/arts-and-sciences/english/scientific-technical-communication/undergraduate-programs.html>)

Core courses include Introductory Technical Writing, Professional Editing, and Writing for the Web. Remaining courses are electives in other departments. No mention of any online offerings at the undergraduate level, although BGSU does offer a non-degree four course graduate certificate online.

- Cedarville University: Professional Writing and Information Design major: (<https://publications.cedarville.edu/academiccatalogs/2024-2025/136/>)

While technical communication is not listed in any course title, the major does list courses in instructional design, document design, and writing for the web. This is a resident major.

- Cleveland State University: Online Technical Writing offered through Continuing Education (no credit hours specified): <https://www.csuohio.edu/continuing-education/techwriter->

¹ <https://www.stc.org/about-stc/defining-technical-communication/>

[certification](#) and <https://techwritercert.wixsite.com/clevelandstateuniv>

CSU offers a “Basic Certificate in Technical Writing” comprised of three online, asynchronous courses: Introductory, Intermediate, and Advanced Technical Writing. Course content would likely overlap with the OSU certificate, given the course outlines. The courses seem to lead only to a certificate—no mention of these counting toward coursework at CSU.

- John Carroll University: Resident major and minor in Professional Writing: (<https://www.jcu.edu/academics/english/undergraduate/programs/bachelor-of-arts-in-professional-writing>). Course listing was unavailable.
- Kent State University: Graduate online master’s degree in User Experience (UX): (<https://onlinedegrees.kent.edu/ischool/user-experience/overview>).
- Miami University: Resident undergraduate major in Professional Writing with a Digital and Technical Communication track. (<https://miamioh.edu/cas/departments/english/professional-writing/index.html>).

Courses include Technical Writing, Rhetoric of Data Visualization, Usability and User Experience, and Interaction Design, offered from across the university.

- Stark State College: Career enhancement certificates in Professional Writing and Grant Writing, along with an AAS in Technical Communications: (<https://www.starkstate.edu/academics/programs/technical-communications/>). These appear to be resident programs.
- University of Cincinnati: Resident Undergraduate Professional Writing certificate, major in Rhetoric and Professional Writing, and a master’s degree and graduate certificate in Professional Writing: (<https://www.artsci.uc.edu/departments/english/professional-writing.html>).
- Wright State University: Certificate in English, Technical and Professional Writing (15 credits): <https://liberal-arts.wright.edu/humanities-and-cultural-studies/english-technical-and-professional-writing-undergraduate-certificate>

Certificate is open to students enrolled at WSU and can supplement English concentrations or any other major. All courses appear to be taught on the WSU campus in face-to-face modality so the market is limited to the local university community.

- Youngstown State University: Resident BA in Public and Professional Writing and graduate certificate in Professional and Technical Writing: (<https://catalog.yzu.edu/undergraduate/colleges-programs/college-liberal-arts-social-sciences-education/department-english/>).

Big 10 Universities

- University of Wisconsin, Madison: Technical Communication Certificate (minimum of 24 credits, with a minimum of 9 credits in technical proficiency courses and a minimum of 15

credits in communication courses.): <https://tc.engr.wisc.edu/certificate/>

This certificate is limited to undergraduate students enrolled in a degree program at the university, primarily in engineering. Courses are onsite.

- Rutgers University: (18 credits, with 12 in writing courses, 3 – 4 in computer science, and a 3-hour internship): <https://wp.rutgers.edu/academics/undergraduate/business-technical-writing-minor/certificates>

Certificate only available to students enrolled in the Business & Technical Writing minor at Rutgers.

Other Universities

- Oregon State University: Online Technical Writing (6 courses)
 - <https://liberalarts.oregonstate.edu/scientific-technical-and-professional-communication-certificate>
 - <https://workspace.oregonstate.edu/certificate/technical-writing-certificate>

The first certificate is limited to onsite students at Oregon State. The second certificate is online and open to anyone. The first course is free and self-paced, the other five courses are listed at one month each to complete. Content appears similar to the proposed certificate; no transferable credit is available.

- Minnesota State University, Mankato: (24 credit hours—online or f2f) <https://hss.mnsu.edu/academic-programs/english/English-degree-programs/technical-communication-program/undergraduate/technical-communication-certificate/>

Appears limited to students who are enrolled at Minnesota State. Certificate is online, although general education courses may not be.

None of the programs listed above would be a direct competitor to the proposed certificate. Cleveland State’s certificate courses provide no college credit; students are paying solely for the micro credential. Those that do provide credit are not open to special admission students.

Other Ohio State Programs

OSU has no degree or credential program focused on or carrying the label “Technical Communication.” Several units have coursework in related areas, outlined briefly below.

Department of English: Professional Writing Minor (PWM)

The English Department’s minor lists both 3305, Technical Writing, and 3405, Special Topics in Professional Communication (taught most often as Technical Editing) as options for the PWM, but neither is required. The range of Group B electives offered (39 courses from Agricultural Communication to Theater) enables the focus of the minor as workplace, broadly defined, rather than a specific focus on core competencies of technical communication that enable the clear presentation of complex technical information. The PWM coordinator has agreed that it may be possible for students to complete both the PW minor and the TC certificate.

Department of Design: Visual Communication Design

Students who have an interest in visual communication (one aspect of technical communication) might choose to pursue a major or minor in the Department of Design. The treatment of visual communication design in the proposed certificate introduces students to principles of design common to technical communication genres as well as how to collaborate with designers on their project teams.

School of Communication: Health Communication Certificate/Science and Environmental Communication Certificate

These certificates focus on other specialized communication areas. Two courses in each certificate focus on communication while the range of electives for each allow students to explore topical issues in these types of communication.

College of Engineering

While the CoE has a 3000-level course in Technical Communication (ECE 3090) and a WIL course (ENGR 1300) that introduces students to college writing about STEM fields, these courses are not preparing students to become professional technical communicators.

While OSU provides students with experience in other specialized communication areas, it has never offered a certificate, let alone minor or major, that exclusively focuses on Technical Communication. Given the influx of hi-tech companies in the central Ohio area, now seems an appropriate time to develop and expand our offerings in this specialization.

IV. Expected learning outcomes of the *Technical Communication Certificate*

Upon completing the certificate program, students will be able to

- demonstrate understanding of the theories, concepts, models, genres, and approaches outlined in the STC's nine core competencies² for technical communicators
- apply that understanding to the production of technical documents in a variety of genres and media

V. Proposed Curriculum Requirements

The courses for this certificate are new and developed for the certificate. Since no formal training in technical communication is required to begin the certificate, course 1 establishes parameters of the field and reviews essential writing skills. The next three courses deal with parts of the technical communication workflow.

Courses:

- Course 1 [English 3305]: Technical Writing: Introduction to the field of technical communication. Overview of nine technical communication core competencies with focus on practice in written communication strategies for technical communicators. Technical communicators' processes, practices, credentials, key theories, and major constructs will be introduced.

² The STC core competencies are as follows:

Project Planning

Processes, teams, and strategic planning

Project Analysis

Users, purposes, and contexts of use for projects

Content Development

Researching and developing content for technical genres

Organizational Design
Written Communication
Visual Communication
Reviewing and Editing
Content Management
Production and Delivery

Organizational patterns and techniques for technical genres
General writing style, tone, and readability
Visual principles, practices, and information graphic development
Revising, substantive edits, copy-editing, proofreading, and usability
Managing and developing electronic content, media, and teams
Project deliverables, outcomes, and publishing techniques

- Course 2 [CSTW 3002]: Project Planning and Analysis for Technical Projects: Principles of user and audience analysis; assessing internal and external resources for projects, including creating budgets and schedules; determining scope via task analysis. How to create, plan, and manage projects. Practices and conventions associated with common technical communication genres
- Course 3 [CSTW 3003]: Developing and Managing Technical Content: Theories, strategies, and practices related to content development and management, including single-sourcing, developing metadata, and information modeling. The role of visual information in content management strategies, including treatment of visual communication design conventions, accessibility, information graphics, and visual identities.
- Course 4 [English 3306]: Reviewing, Editing, and Testing Technical Documents: Practice with comprehensive editing, copyediting, and proofreading by using a wide range of digital editing tools and practices. Design and report on usability testing of technical documents, which may also function as writing samples for a student's writing portfolio.

VII. Enrollment

The proposed certificate is both a Type 1 and Type 2. This opens the certificate to both undergraduate students currently enrolled in a degree program and community members not enrolled in another program at OSU. We plan to offer the TCF Certificate as an online program to create maximum flexibility for students and others who wish to enroll. After piloting the first few TCF Certificate cohorts of 25-50 students, we anticipate 100-150 students per year by 2028. We expect that this certificate will be most popular among enrolled students in STEM majors in ASC, as well as the College of Engineering. Emerging partnerships with the College of Public Health and the Fisher School of Business may also yield interest from that student population. We also envision a demand from corporate entities who wish to have employees improve their writing skills, as well as those working professionals who want to hone their communication skills or gain additional credentialing.

VIII. Completion process (Sample schedule)

The TCF certificate is highly focused; students will only have these four courses available to them to complete the certificate. These courses will be offered online and in seven week increments so that students may complete the certificate in as little as two semesters, although they could also choose to extend the time to a full calendar year. All certificate courses share the same prerequisite (English 1110.xx or another GEN Foundation Writing and Information Literacy course), allowing students to take the certificate courses in any order. The option to enroll, therefore, remains agile depending on the course offering schedule.

Sample Certificate Schedule:

Semester One	Semester Two
Course 1 (first session) Course 2 (second session)	Course 3 (first session) Course 4 (second session)

IX. Program oversight and advising

When the certificate is approved, we will add additional members to the oversight team, below, along with an industry advisory council. This internal team is charged with:

- Modifying shared course rubrics for assessment as necessary;
- Reviewing the assessment results and deciding on revisions to the program if justified by data;
- Adjusting the assessment process should curricular changes suggest modifications;
- Overseeing the curricular requirements as courses and GE categories change over time.

The oversight team for this certificate will be Susan M. Lang (CSTW) and Christa Teston (English). TBD (new hire in CSTW) will serve as the main coordinator and advisor for this certificate.

Advising for non-OSU students: Students entering the certificate who are not current OSU students will consult with the program advisor to document completion of an equivalent first-year writing course that satisfies the certificate prerequisite (English 1110.xx or another GEN Foundation Writing and Information Literacy course or equivalent).

Once students complete the required 4 courses (12 credit hours) with a minimum 2.0 GPA, they will submit a completion form (Appendix A) to TBD who will work with Mary Ellen Jenkins in the advising office. The advising office will work with the University Registrar to generate the certificate.

X. Assessment

The certificate will be assessed via a combination of direct and indirect methods:

- Each course will employ pre/post evaluations of student work and rubric-based evaluations of student work.
- Each course will assess students' opinions or thoughts about their knowledge, skills, attitudes, learning experiences through such measures as student self-evaluations and surveys about what students learned in the course.
- At the halfway and final point in the certificate (following completion of two and four courses), students will be asked to submit a portfolio of work, one assignment per course, which will be evaluated against scoring rubrics to help assess how well students are meeting the certificate's ELOs as reflected in these assignments. The portfolio would include such assignments as a comparative analysis of professional reports (completed at the end of the second course) and the writing samples that they have drafted, revised, and edited throughout the fourth course. At a minimum, students are typically expected to meet Milestone 2 [Benchmark = (1); Milestone (2); Milestone (3); & Capstone (4)]. Providing rubrics for key assignments will help determine students' level of achievement throughout their progress through the certificate.
- The chair of the steering committee will be responsible for the annual assessment of the certificate.

**The Ohio State University
College of Arts and Sciences
Technical Communication Certificate – Type 1a, 1b; Type 2**

Advising Contacts:

XXXX

Undergraduate Advisor, CSTW, Bricker Hall,

Faculty Contact:

Dr. Susan Lang

Professor, Department of English and Director,
Center for the Study and Teaching of Writing, 108
Bricker Hall, lang.543@osu.edu.

The purpose of the certificate is to train students to become technical communicators – practitioners with the skills and knowledge to apply the Society for Technical Communication’s nine core competencies to technical communication projects. Students will expand their writing and editing skills as they learn to plan and manage technical projects and work teams while developing user profiles for those projects; determine which technical genres are appropriate for each project and how to construct those genres to best represent the information experience for users; design theoretically informed visuals to enhance the user experience; manage technical content across platforms; and acquire techniques for testing technical artifacts before public dissemination. Throughout this coursework, students will consider the roles, interests, and perspectives of diverse stakeholders and understand how to create ethical technical artifacts.

The Technical Communication certificate requires 12 credits as follows:

Four required courses:

ENGLISH 3305: Technical Writing

CSTW 3002: Project Planning and Analysis for
Technical ProjectsCSTW 3003: Developing and Managing Technical
ContentENGLISH 3306: Reviewing, Editing, and Testing
Technical Documents**Technical Communication Certificate Program
Guidelines**Credit hours required 12.Prerequisite

All certificate courses require: English 1110.xx or another GEN Foundation Writing and Information Literacy course (or equivalent for non-OSU students).

Students who completed an equivalent first-year writing course at another institution should consult the program advisor for evaluation of transfer credit or prior learning.

Course Scheduling Information

To support timely completion, the unit intends to offer certificate courses in Session 1 and Session 2 formats, allowing students flexibility in sequencing within a semester.

Overlap with degree program: A student is permitted to overlap up to 100% of credit hours between other degree programs (major, minor, other certificate, or general education) and the certificate program.

Grades required:

- Minimum C- for a course to be counted on the certificate
- Minimum 2.00 cumulative GPA for all certificate course work.

Certificate approval: The certificate course work must be approved by a College/School advisor.

Consult with advisor for filing deadlines or for changes or exceptions to a certificate plan

College of Arts and Sciences.
Curriculum and Assessment Services
306 Dulles Hall, 230 Annie & John Glenn Ave.
<http://artsandsciences.osu.edu>
Approved CAA xx/xx/20xx.

Undergraduate Certificate in Technical Communication

CERTIFICATE COMPLETION SHEET

Name:	
Email:	
Primary program:	

Course number and name	Course grade	Semester completed
ENGLISH 3305: Introduction to Technical Writing		
CSTW 3002: Project Planning and Analysis for Technical Projects		
CSTW 3003: Developing and Managing Technical Content		
ENGLISH 3306: Reviewing, Editing, and Testing Technical Documents		

Total credits (12): _____

Certificate advisor name and signature: _____

Date: _____

Concurrences

From: Coronel, Jason <coronel.4@osu.edu>
Sent: Friday, April 18, 2025 5:54 PM
To: Lang, Susan <lang.543@osu.edu>
Subject: Re: request for concurrence: technical communication certificate

Hi Susan,

The School of Communication is happy to provide concurrence.

Have a good weekend!

Best,
 Jason

From: Lang, Susan <lang.543@osu.edu>
Sent: Thursday, April 17, 2025 5:10 PM
To: Coronel, Jason <coronel.4@osu.edu>
Subject: request for concurrence: technical communication certificate

Hi Jason,

I'm writing on behalf of the Center for the Study and Teaching of Writing (CSTW), as well as the Department of English, to seek concurrence for a new undergraduate certificate, as well as three courses in that certificate, in Technical Communication. I've attached the certificate proposal, as well as the "grid" document that contains ELOs, list of readings, and learning activities for the four courses that will make up the certificate. Of the four courses, the first is an established course (English 3305), and the other three will go forward from CSTW and English, respectively, through the course approval process.

If you have any questions or need additional information about the certificate or individual courses, feel free to email me. Else, please email your response/concurrence to me by May 8th. Do let me know if you require additional time.

Thanks,

Susan



Susan M. Lang, PhD (she/her)
 Director, Center for the Study and Teaching of Writing
 Professor of English
 108/109 Bricker Hall, 190 N Oval Mall building 001, Columbus, OH 43210
lang.543@osu.edu / cstw.osu.edu

From: Masel, Dale <masel.2@osu.edu>
Sent: Tuesday, January 23, 2024 8:11 AM
To: Lang, Susan M. <lang.543@osu.edu>
Subject: Re: Concurrence Request for Undergraduate Certificate in Technical Communication

Susan,

Thanks for sending the list with the additional reading materials for the courses. EED concurs with the need and structure of the new certificate as well as the three new CSTW courses proposed for the certificate.

Dale

Dale Masel, Ph.D.

The Ohio State University

Senior Lecturer & Interim Associate Chair for Undergraduate Studies and Learning Infrastructure

Department of Engineering Education (EED)

Smith Lab 3042E · 614-247-5951 · masel.2@osu.edu

Pronouns: he/him/his Honorific: Dr.

[Book a meeting on my calendar](#)

[Chat with me on Teams](#)

From: Lang, Susan M. <lang.543@osu.edu>
Sent: Tuesday, December 5, 2023 12:48 PM
To: Masel, Dale <masel.2@osu.edu>
Subject: Concurrence Request for Undergraduate Certificate in Technical Communication

Dear Dale,

Please find attached a proposal for a new undergraduate certificate from the Center for the Study and Teaching of Writing: "Technical Communication: Foundations."

The center is seeking concurrence for the new certificate. Please email your responses/questions/concurrences to me at lang.543@osu.edu. **Responses are due within two weeks.** Concurrence will be assumed if no response is received within two weeks (December 19, 2023).

Many thanks,

Susan

Fiscal Unit/Academic Org	Writing, Ctr for Study & Teach - D0536
Administering College/Academic Group	Arts and Sciences
Co-administering College/Academic Group	Arts and Sciences
Semester Conversion Designation	New Program/Plan
Proposed Program/Plan Name	Technical Communication Foundations
Type of Program/Plan	Undergraduate certificate program
Program/Plan Code Abbreviation	TCCERT
Proposed Degree Title	

Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program				12	
Required credit hours offered by the unit	Minimum			6	
	Maximum				
Required credit hours offered outside of the unit	Minimum			6	
	Maximum				
Required prerequisite credit hours not included above	Minimum			3	
	Maximum				

Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

- Program Learning Goals**
- demonstrate understanding of the theories, concepts, models, genres, and approaches outlined in the STC's nine core competencies² for technical communicators
 - apply that understanding to the production of technical documents in a variety of genres and media

Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? No

Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

Pre-Major

Does this Program have a Pre-Major? No

Attachments

- TechnicalCommunicationCertificate_support letter.docx: Letter of support from English Dept
(Support/Concurrence Letters. Owner: Vankeerbergen,Bernadette Chantal)
- Summary of Revisions to the Technical Communication Certificate Proposal.docx: Revision Summary
(Letter from Program-offering Unit. Owner: Lang,Susan Michelle)
- TechCommCertProposal_02-01-26.docx: Proposal
(Program Proposal. Owner: Lang,Susan Michelle)
- Technical Communication Certificate ASC Endorsement Letter.doc: Letter of support ASC
(Letter from the College to OAA. Owner: Vankeerbergen,Bernadette Chantal)
- New Certificate Technical Communication Foundations Letter of Motion.pdf: Letter A&H1 subcommittee to ASCC
(Other Supporting Documentation. Owner: Vankeerbergen,Bernadette Chantal)

Comments

- Please see "Summary of Revisions" that accompanies the revised proposal. *(by Lang,Susan Michelle on 02/13/2026 12:30 PM)*
- Please see feedback email sent to department 01-27-2026 RLS *(by Steele,Rachel Lea on 01/27/2026 06:35 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Lang,Susan Michelle	12/18/2025 04:38 PM	Submitted for Approval
Approved	Lang,Susan Michelle	12/18/2025 04:40 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	12/18/2025 07:23 PM	College Approval
Revision Requested	Steele,Rachel Lea	01/27/2026 06:35 PM	ASCCAO Approval
Submitted	Lang,Susan Michelle	02/13/2026 12:31 PM	Submitted for Approval
Approved	Lang,Susan Michelle	02/13/2026 12:31 PM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	02/20/2026 02:48 PM	College Approval
Approved	Vankeerbergen,Bernadette Chantal	03/13/2026 01:29 PM	ASCCAO Approval
Approved	Martin,Andrew William	03/13/2026 01:46 PM	ASC Approval
Pending Approval	Reed,Kathryn Marie Johnson,Jay Vinton Griffiths,Robert Peter	03/13/2026 01:46 PM	CAA Approval

Memorandum of Understanding

Online Program

Between

Technical Communication Undergraduate Certificate
College of Arts and Sciences
The Ohio State University

And

Ohio State Online
The Ohio State University

Purpose

The purpose of this Memorandum of Understanding (MOU) is to acknowledge that **Technical Communication undergraduate certificate** has met or exceeded the modality substantive change threshold—making the program an online (ONL) program or is a new online (ONL) program for the university and will meet the requirements for an online program in partnership with Ohio State Online.

Term of MOU

This MOU will become effective upon obtaining all necessary signatures and will remain in effect for the life of the program.

Services Provided for Program Launch

As an online (ONL) program this program will receive Ohio State Online support, such as market research, student acquisition of online (ONL) program students, ongoing online (ONL) program student support, online (ONL) program and course design and development, and state authorization and licensure research and disclosures (if applicable).

Based on pre-approval planning conversations, this program may leverage the following Ohio State Online services:

Online Enrollment Services: Generating and finding quality prospective online (ONL) program students dependent on initial funding, selling prospective students on the online (ONL) program and Ohio State, helping re-enroll and retain online (ONL) program students each term to help them reach graduation, and supporting the college to achieve steady-state revenue streams.



Online Instruction Services: Reviewing and recommending evidence-based online (ONL) program curricular design to best meet and support the intended audience and enrollment goals; providing and encouraging online (ONL) program instructor professional learning opportunities; and partnering with instructors for initial online (ONL) program course design, development, and ongoing course updates.

Ohio State Online and college program relationship contacts listed below will have ongoing check-ins and strategy sessions to evolve online (ONL) program services and programs to achieve shared goals. Service activities will be aligned for the online (ONL) program during these meetings.

Table of Program Relationship Contacts

Units	College / Department / Campus	Ohio State Online
Organization Oversight	David Horn, Dean	Jason Lemon, Dean
Administrative Oversight	Elizabeth Marsch, Director of Distance Education	- John Muir, Director, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Program Oversight	Susan Lang, Professor Christa Teston, Professor Elizabeth Marsch, Director of Distance Education Bob Mick, Distance Education Program Consultant	- John Muir, Director, Online Learning and Innovation - Brandi Bittner, AVP, Online Enrollment
Course Oversight	Susan Lang, Professor Christa Teston, Professor Elizabeth Marsch, Director of Distance Education Bob Mick, Distance Education Program Consultant	Assigned OSO program / course design director, assigned Instructional Designer
Student Support Oversight	Susan Lang, Professor Christa Teston, Professor Elizabeth Marsch, Director of Distance Education	Assigned Reenrollment Team

	Bob Mick, Distance Education Program Consultant	
Marketing/Recruiting Oversight	Shantay Piazza, College Program Director Elizabeth Marsch, Director of Distance Education Bob Mick, Distance Education Program Consultant	Assigned Marketing Manager and Recruiting lead
Fiscal Oversight	Kim Kinsel, Chief Administrative Officer Elizabeth Marsch, Director of Distance Education	Jon Rucker, Director, Online Financial Strategy and Analysis

Signatories

By signing this MOU, all groups agree to be active partners and to abide by this agreement:

Program Director DocuSigned by: <i>Susan Lang</i> 06D4C65ED1B043A...	Date: 02/24/2026
Department Chair DocuSigned by: <i>[Signature]</i> 644A022CA0A94CC...	Date: 02/25/2026
College Fiscal Officer DocuSigned by: <i>Kim Kinsel</i> 9F18EBC18C3C444...	Date: 03/26/2026
Curricular Associate Dean DocuSigned by: <i>Andrew William Martin</i> 3E0A7B6990CE42B...	Date: 03/26/2026
Dean DocuSigned by: <i>David Horn</i> 2C39388CD75E459...	Date: 03/28/2026
Vice Provost and Dean of Online Learning DocuSigned by: <i>Jason Edward Lemon</i> 9C19184E034F41C...	Date: 03/28/2026

Online Program Attributes

Program Working Title:	Technical Communication
Anticipated CAA approval date for ONL modality:	
Anticipated ODHE approval date for ONL modality:	

Program level:	<input type="checkbox"/> Associate	<input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Professional
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Approval type:	<input type="checkbox"/> New program	<input type="checkbox"/> Change of delivery	<input checked="" type="checkbox"/> Certificate Type: Cat 2	<input type="checkbox"/> Stackable	<input type="checkbox"/> Other
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If applicable, will the program continue to offer an on-ground version? (Note, notification to CAA and Ohio State Online will be necessary if an approved program modality is no longer offered.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Percentage of courses offered online for this program?	100%	
If other, please explain:		

Anticipated term for first enrollment intake:	AU26
(Note, marketing and recruitment will begin about 6 months prior to first enrollment term.)	

Will this program have a differential fee structure?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain justification:		

Total credit hours for program:	12
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Does this program have mandatory onsite training components? (e.g., practicum, residency, or internship)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain:		

Does this program have any non-mandatory onsite training components? (e.g., orientation)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please explain:		

Has the funding MOU for this program been signed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding level provided by the college:	<input type="checkbox"/> Full	<input type="checkbox"/> Partial
Launch funding accelerates enrollment growth and ROI. Without it, ramp-up slows and financial sustainability is uncertain.	N/A	

Online Program Courses

The online program course delivery strategy at launch is outlined in the table below.

Note: the information in the first row of the table is included only to provide an example of how the information should be formatted.

Course Code and Name	Current Delivery Mode(s)* (how course has been offered previously: in person, hybrid, distance learning, N/A - new course)	Core or Elective	Asynchronous or Synchronous or Both	First Term and Session (if applicable) this Course will be Offered as part of this Online Program	Other terms and sessions (if applicable) this course be offered (None, AU25, SP25, SU25)
English 3305: Technical Writing	P, DL	Core	Asynchronous	AU 26	Offered every semester
CSTW 3002: Project Planning and Analysis for Technical Projects	DL (new course, previously offered with provisional course number)	Core	Asynchronous	AU 26	SP27 if demand, otherwise AU27
CSTW 3003: Developing and Managing Technical Content	DL (new course, previously offered with provisional course number)	Core	Asynchronous	SP 26	AU27 if demand
English 3306: Reviewing, Editing, and Testing Technical Documents	P, DL (new course)	Core	Asynchronous	AU 26	AU27 (plan is to offer every fall semester)

State Authorization

Ohio State Online will support necessary steps for state authorization approvals and notifications, and the program will abide by federal and state laws and disclosure requirements, for items selected yes.		
Will this program enroll students located outside Ohio?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is this program designed to lead to professional licensure or certification in any state?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what is the name of the professional licensure or certification?		
If yes, is professional licensure or certification required to obtain employment/advancement in the field?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this program conduct on-ground supervised field experiences such as clinicals, practicums, student teaching or internships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Certificate Of Completion

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Status: Completed

Subject: Complete with Docusign: Technical Communication - OSO MOU

Source Envelope:

Document Pages: 7

Signatures: 6

Envelope Originator:

Certificate Pages: 3

Initials: 0

Jonathan Mark Rucker

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1050 Carmack Rd

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Columbus, OH 43210

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rucker.78@osu.edu

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rucker.78@osu.edu

Signer Events

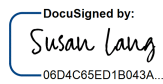
Susan Lang

lang.543@osu.edu

The Ohio State University

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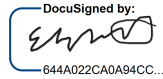
Elizabeth A Hewitt

hewitt.33@osu.edu

Professor and Chair

The Ohio State University

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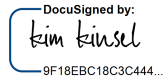
Kim Kinsel

kinsel.21@osu.edu

Chief Administrative Officer, College of Arts & Sciences

The Ohio State University

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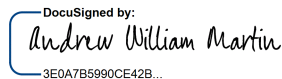
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Andrew William Martin

martin.1026@osu.edu

The Ohio State University

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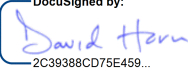
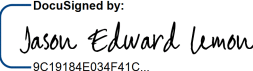
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<p>Jason Edward Lemon lemon.297@osu.edu Vice Provost and Dean The Ohio State University Security Level: Email, Account Authentication (None), Login with SSO</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by:  9C19184E034F41C...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.74.128.106 Signed using mobile</p>	<p>Sent: 3/28/2026 9:42:53 AM Viewed: 3/28/2026 9:48:48 AM Signed: 3/28/2026 9:49:06 AM</p>
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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<p>Brandi N Bittner bittner.102@osu.edu Security Level: Email, Account Authentication (None), Login with SSO</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/28/2026 9:49:09 AM Viewed: 3/30/2026 9:57:31 AM</p>
<p>Erin R McLaughlin mclaughlin.556@osu.edu Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/28/2026 9:49:10 AM</p>
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