

**From:** [Vankeerbergen, Bernadette](#)  
**To:** [Smith, Randy](#); [Reed, Katie](#)  
**Cc:** [Martin, Andrew](#); [Nagar, Ila](#); [Jenkins, Mary Ellen](#); [Steele, Rachel](#)  
**Subject:** Informational item--Professional Writing Minor  
**Date:** Sunday, March 30, 2025 2:13:22 PM  
**Attachments:** [image001.png](#)  
[Update Minor Professional Writing 02-24-2025.pdf](#)

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Dear Randy and Katie,

Please find attached an informational item to share at an upcoming CAA meeting.

Professor Ila Nagar, Chair of ASCC, shared the proposed changes as an informational item at the ASC Curriculum Committee meeting on Friday, March 21.

Best regards,  
Bernadette



**Bernadette Vankeerbergen, Ph.D.**

Assistant Dean, Curriculum

College of Arts and Sciences

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Bernadette Vankeerbergen  
Assistant Dean for Curriculum  
College of Arts and Sciences  
114F University Hall

February 24, 2025

Dear Bernadette,

Attached please find the documents explaining the Department of English's proposed revision to our Minor in Professional Writing, which were initiated by the director of the minor, Yanar Hashlamon, to make the minor more accessible to students across the university. The proposal was unanimously approved by the English Department Council on November 18, 2024.

Thank you for your kind consideration and please let me know if you have any questions.

Sincerely,

Elizabeth Hewitt  
Professor and Chair, Department of English

## Minor in Professional Writing Curriculum Revision Proposal

### 1. Current MPW Curriculum

The Department of English's Minor in Professional Writing 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.

#### **Elective requirements (9 credit hours)**

You must complete at least 3 credit hours from each Group below, and 9 credit hours total from both groups.

##### Group A

English 2269, 3304, 3305, 3405, 3467S, 4567S

##### Group B

Agricultural Communication 4130, 5135

Agricultural Systems Management 2305

Aviation 2200

Communication 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511

Construction Systems Management 2305

English 2268, 2276, 2367.05, 2367.07S, 3011, 3020, 3271, 3468, 3662, 4568, 4569, 4572, 4574, 5191 (only sections titled "Digital Media Int. in English Studies")

Environment and Natural Resources 2367

Linguistics 3000

Pharmacy 2367.01, 2367.02

Public Affairs 2367

Theatre 5331, 5961

#### **Core requirements (6 credit hours)**

English 4150 (3 credit hours), English 4189 (3 credit hours)

### 2. Proposed Revisions and Rationale

Group B electives for the Minor in Professional Writing (MPW) are described as "Courses that build on the Writing and Information Literacy foundation by preparing students for advanced writing in specific disciplines or professions."

To improve the reach and accessibility of the MPW for students in majors across the university, this proposal puts forward four additions to the MPW's Group B electives:

## Minor in Professional Writing Curriculum Revision Proposal

1. Allowing any additional course from Group A to count for the Group B elective list.

This adjustment would allow students to complete the MPW's coursework requirements by pursuing sustained, upper-division professional and technical writing coursework in English. This option was available under the Legacy GE (GEL).

This adjustment will also make the MPW more accessible to students on regional campuses who intend to campus change to the Columbus campus. Many Group B electives are not consistently available across campuses for students who choose to work towards the MPW and complete the minor after campus changing to Columbus campus.

2. Adding English 2367.01, .02, .04, .06, and .08 to the Group B elective list

These decimal subdivisions were removed from the MPW in the transition to the GEN. These courses have continued to be well enrolled and provide a comparable experience to 2367.05 and 2367.07S, which are currently included on the Group B elective list. Each 2367 in English provides opportunities for students to deepen their writing and research skills in a variety of contexts, including popular culture, literature, technology, disability studies, and video games.

Adding these courses to the elective pool would also aid in connecting students to the MPW earlier in their college careers, offering a pipeline into upper-division coursework in professional and technical writing across Group A and B elective options.

3. Adding English 3000 – Writing for Social Change – to the Group B elective list

This course emphasizes writing, reflection, and revision skills across assignments that help students build their knowledge of rhetorical analysis, composition, and critical thinking. These are foundational skills students build on when learning about professional writing genres. Alongside those in English 2367, students in English 3000 could be excellent candidates for outreach to learn about the opportunities available to them through the MPW and its associated coursework.

4. Adding Engineering 2301 – Exploring Citizenship in Engineering: Integrative Designation – to the Group B elective list

This course includes required assignments in professional writing genres such as funding proposals, public-facing websites, and public showcase pitch presentations. Like other Group B electives, ENGR 2301 would expand the MPW's outreach to students beyond more writing-focused majors.

## Minor in Professional Writing Curriculum Revision Proposal

### Specific additions to Category B:

Course Name	Cr.	GEN Attributes	Course Description
ENGLISH 2367.01: Language, Identity, and Culture in the U.S. Experience	3	Advanced writing embedded literacy class for Fisher College of Business (FCOB)	Extends & refines expository writing & analytical reading skills, emphasizing recognition of intertextuality & reflection on compositional strategies on topics pertaining to education & pop culture in America.
ENGLISH 2367.02: Literature in the U.S. Experience	3	Advanced writing embedded literacy class for FCOB	Discussion & practice of the conventions, practices, & expectations of scholarly reading of literature & expository writing on issues relating to diversity within the U.S. experience.
ENGLISH 2367.04: Technology and Science in the U.S. Experience	3	Advanced writing embedded literacy class for FCOB	Explores how technological changes impact our culture & relationships; students build & expand skills in rhetorical analysis & composition through experimentation with new forms of communicating.
ENGLISH 2367.06: Composing Disability in the U.S.	3	Theme: Health and Wellbeing  Advanced writing embedded literacy class for FCOB	Extends & refines expository writing & analytical reading skills, emphasizing recognition of intertextuality & reflection on compositional strategies on topics pertaining to education & pop culture in America.
ENGLISH 2367.08: The U.S. Experience: Writing about Video Games	3	Theme: Lived Environments  Advanced writing embedded literacy class for FCOB	Emphasizes persuasive and researched writing, revision, and composing in various forms and media. Focusing on digital literacy, development of critical thinking skills and skill in producing analytical prose, students explore key conversations in the field of game studies and analyze a variety of types of video game writing. No prior knowledge of video games or game studies is required.

## Minor in Professional Writing Curriculum Revision Proposal

<b>Course Name</b>	<b>Cr.</b>	<b>GEN Attributes</b>	<b>Course Description</b>
ENGLISH 3000: Writing for Social Change	3	Theme: Citizenship for a Diverse and Just World	In this course we will use academic writing and research practices across various forms of media to investigate the role of citizenship historically and currently, exploring the ways that we as citizens can work towards a more just and diverse society. We will develop a definition of citizenship that emphasizes a citizen's relationship to their local, national, and global environments
ENGINEERING 2301: Exploring Citizenship in Engineering: Integrative Designation	4	HIP: Research and Creative Inquiry  Theme: Citizenship for a Diverse and Just World	Students will use the engineering design and writing processes to define a meaningful problem within specific local or global communities and formulate and propose a solution to that problem. Students will explore various themes around engineering and citizenship through a comprehensive, semester-long proposal project.

**The Ohio State University  
College of Arts and Sciences**

**Minor in Professional Writing**

Jameson Gower (gower.11@osu.edu)  
421 Denney Hall, 164 Annie & John Glenn Ave  
614-292-6065  
english.osu.edu  
go.osu.edu/engminors

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 21<sup>st</sup>-century workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers.

The minor requires 12-15 credit hours. Three electives from courses offered by departments throughout the university provide instruction in specific areas of professional writing. The required core course, English 4150, examines the nature of writing in various settings and prepares students for their capstone experience in English 4189. As part of English 4189, students are engaged in a semester-long hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

**Elective requirements (9 credit hours)**

You must complete at least 3 credit hours from each Group below, and 9 credit hours total from both groups.

Group A

A core group of electives that prepares students in writing and editing for the professional work world

English 2269, 3304, 3305, 3405, 3467S, 4567S

Group B

Courses that build on the Writing and Information Literacy foundation by preparing students for advanced writing in specific disciplines or professions.

*Some of the courses on this list may count toward GEN Thematic Pathways, have prerequisites and/or be 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, 2511, 3334, 3404, 3629, 4202, 4511  
Construction Systems Management 2305  
English 2268, 2276, 2367.05, 2367.07S, 3011, 3020, 3271, 3468, 3662, 4568, 4569, 4572, 4574, 5191 (only sections titled "Digital Media Int. in English Studies")  
Environment and Natural Resources 2367  
Linguistics 3000  
Pharmacy 2367.01, 2367.02  
Public Affairs 2367  
Theatre 5331, 5961

**Core requirements (6 credit hours)**

English 4150 (3 credit hours)

English 4189 (3 credit hours)

To register for 4189, 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 4189);
- 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**

Credit hours required A minimum of 12-15 credit hrs.

1000 level courses shall not be counted in the minor. At least 6 credit hrs must be at the 3000 level or above.

Transfer and EM credit hours allowed A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination.

Overlap with the GE A student is permitted to overlap up to 6 credit hours between the GE and the minor.

Overlap with the major and additional minor(s)

- The minor must be in a different subject than the major.
- The minor must contain a minimum of 12 hours distinct from the major and/or additional minor(s).

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative GPA for all minor course work
- Course work graded Pass/Non-Pass cannot count on the minor.
- No more than 3 credit hours of course graded Satisfactory/Unsatisfactory may count toward the minor.

X193 credits No more than 3 credit hours.

Minor approval: The minor is complete if a student takes the above coursework and meets the requirements on this sheet. Meeting with an advisor in the academic unit offering the minor is not required

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  
306 Dulles Hall, 230 Annie & John Glenn Ave.  
<http://artsandsciences.osu.edu>

Updated 12-26-13 DH  
Revision approved by CAA 12-3-14  
BV 8/4/15  
BV 9/1/15  
DH 8/19/16  
DH 2/21/17  
DH 2-7-19  
DH 8-27-20  
DH 6-9-21B  
Rev appvd CAA 06-23-2023

**The Ohio State University  
College of Arts and Sciences  
Department of English  
Minor in Professional Writing (PROFWRT-MN)**

Academic Advisor: Jameson Gower (gower.11@osu.edu)  
421 Denney Hall, 164 Annie & John Glenn Ave.  
[english.osu.edu](http://english.osu.edu) [go.osu.edu/engminors](http://go.osu.edu/engminors)

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 twenty-first century workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers.

The minor requires 15 credit hours. Three electives from courses offered by departments throughout the university provide instruction in specific areas of professional writing. The required core course, English 4150, examines the nature of writing in various settings and prepares students for their capstone experience in English 4189. As part of English 4189, students are engaged in a semester-long hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

**Electives (3 courses; 9 CH)**

Complete 3 courses from the list below, including **at least one Group A Elective Course**.

**Group A**

English 2269, 3304, 3305, 3405, 3467S, 4567S

**Group B**

Agricultural Communication 4130, 5135.01, 5135.02  
Agricultural Systems Management 2305  
Aviation 2200  
Communication 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511  
Construction Systems Management 2305  
Engineering 2301  
English 2268, 2276, **2367.01(H)(S), 2367.02(H), 2367.04, 2367.05, 2367.06, 2367.07S, 2367.08, 3000, 3011.xx, 3020, 3271, 3468, 3662, 4568, 4569, 4572, 4574, 5191** (only sections titled "Digital Media Int. in English Studies")  
Environment and Natural Resources 2367  
Linguistics 3000  
Pharmacy 2367.01, 2367.02  
Public Affairs 2367  
Theatre 5331, 5961

**Core Courses (2 courses, 6 CH)**

English 4150 (3 CH)

English 4189 (3 CH)

**Requirements for English 4189:**

1. Complete two electives and English 4150 before taking English 4189.
2. Submit a formal application, cover letter, resume, and professional writing portfolio by the designated deadline.
3. Be approved by the Minor in Professional Writing coordinator.

**Professional writing minor program guidelines:**

**Credit hours required** A minimum of 15 credit hrs. 1000 level courses shall not be counted in the minor. At least 6 credit hrs must be upper-division courses (3000-level and above) as defined by the College of Arts and Sciences.

**Transfer and EM credit hours allowed** A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination.

**Overlap with the GE** A student is permitted to overlap up to 6 credit hours between the GE and the minor.

**Overlap with the major and additional minor(s)**

- The minor must be in a different subject than the major.
- The minor must contain a minimum of 12 hours distinct from the major and/or additional minor(s).

**Grades required**

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative GPA for all minor course work
- Course work graded Pass/Non-Pass cannot count on the minor.
- No more than 3 credit hours of course graded Satisfactory/Unsatisfactory may count toward the minor.

**X193 credits** No more than 3 credit hours.

**Declaring the minor**

Students should see their assigned academic advisor to declare the minor prior to the filing of the graduation application. Students do not need the approval of the Department of English to declare the minor.

**Approval of Coursework**

**Initial approval of the minor coursework:**

Students who complete the minor following the guidelines on this sheet need only verify with their academic advisor that the minor appears complete on the Degree Audit Report. No approval from the Department of English is required. If the Degree Audit Report does not show the minor as complete, students should reach out to Jameson Gower.11 for assistance.

**Approval for courses not listed on this form to apply to the minor program:**

Students must obtain the approval of the Department of English to apply courses not listed on this form toward the Professional Writing minor. Please email Jameson Gower.11 to request approval.

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Curriculum and Assessment Services  
306 Dulles Hall, 230 Annie & John Glenn Ave.  
<http://artsandsciences.osu.edu>

DH 6-9-21B  
Rev appvd CAA 06-23-2023  
Rev 02-12-2025 RLS

**Commented [RS1]:** The previous requirement for 12-15 hours so that students could count a course toward their major was unnecessary, as university/college rules state that minors need only have 12 hours distinct from the major and/or additional minors.

**Commented [RS2]:** Previously, students were required to take at least one course from both groups.

**Commented [RS3]:** Courses highlighted in yellow represent additions to the "Group B" electives.

**Commented [RS5]:** Boilerplate language has been updated.

**Commented [RS4]:** Language has been updated and clarified.

The Ohio State University  
College of Arts and Sciences  
Department of English  
Minor in Professional Writing (PROFWRT-MN)

Proposed Advising Sheet (clean)

Academic Advisor: Jameson Gower (gower.11@osu.edu)  
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**Electives (3 courses; 9 CH)**

Complete 3 courses from the list below, including **at least one Group A Elective Course**

Group A

English 2269, 3304, 3305, 3405, 3467S, 4567S

Group B

Agricultural Communication 4130, 5135.01, 5135.02  
Agricultural Systems Management 2305  
Aviation 2200  
Communication 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511  
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Environment and Natural Resources 2367  
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Pharmacy 2367.01, 2367.02  
Public Affairs 2367  
Theatre 5331, 5961

**Core Courses (2 courses, 6 CH)**

English 4150 (3 CH)

English 4189 (3 CH)

**Requirements for English 4189:**

1. Complete two electives and English 4150 before taking English 4189.
2. Submit a formal application, cover letter, resume, and professional writing portfolio by the designated deadline.
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