



4120 Smith Laboratory  
174 W. 18<sup>th</sup> Avenue  
Columbus, OH 43210

Phone (614) 292-6736  
Fax (614) 292-5678

[artsandsciences.osu.edu](http://artsandsciences.osu.edu)

April 7, 2011

To: W. Randy Smith, Vice Provost, Office of Academic Affairs  
From: Terry L. Gustafson, Special Assistant to the Executive Dean for Semester Conversion  
Re: Arts and Sciences Program Proposals from the Arts and Humanities Division

Arts and Sciences is pleased to submit the following programs from the Arts and Humanities Division to the Office of Academic Affairs for conversion from quarters to semesters. The programs have been approved by the faculty members and chair of the originating unit, and reviewed and approved by the divisional advisory panel, a subcommittee of the ASC Committee on Curriculum and Instruction (CCI), and the full CCI. The vote for approval of all programs at the full CCI was unanimous.

Program Name	Academic Plan Code	Conversion Designation	CCI Approval	Last Revision
Somali Languages and Cultures Minor	SOMLIMN	New	2/25/2011	N/A
Swahili Language and Culture Minor	SWAH MN	New	2/25/2011	N/A
Linguistics BA	LINGUIS-BA	Converted	3/6/2011	5/6/2009
Linguistics Minor	LINGUIS-MN	Converted	3/6/2011	Prior to 2006
Philosophy BA	PHILOS-BA	Converted	3/6/2011	3/6/2009
Philosophy Minor	PHILOS-MN	Converted	3/6/2011	Prior to 2006
Professional Writing Minor	PROFWRT-MN	Converted	12/10/2010	Prior to 2006
Russian BA	RUSSIAN-BA	Converted	3/15/2011	6/3/2009
Russian Minor	RUSSIAN-MN	Converted	3/15/2011	Prior to 2006
Slavic Languages & Literatures Minor	SLAVIC-MN	Re-envisioned	3/15/2011	Prior to 2006
Romanian Minor	ROMANIA-MN	Deactivated	3/15/2011	Prior to 2006
Women's Studies BA	WOMSTDS-BA	Re-envisioned	1/10/2011	11/4/2009
Women's Studies Minor	WOMSTDS-MN	Re-envisioned	1/10/2011	Prior to 2006

**Arts and Sciences General Education (GE) Program:** The GE program for untagged B.A. and B.S. degrees in Arts and Sciences was approved by the Council on Academic Affairs on May 26, 2010, after receiving approval from the Arts and Sciences Faculty Senate. All the programs presented here follow the approved GE program.

**College of Arts and Sciences Transition Policy:** The College of Arts and Sciences is committed to the principles outlined in the university's Pledge to Undergraduate Students. Each unit has a plan on how best to assist its majors and minors through the transition. And the Arts and Sciences Academic Advising Services will advise students on how to transition their GE program. Dual advising is the existing process used in Arts and Sciences and will continue under semesters.

Status: PENDING

**PROGRAM REQUEST**  
Professional Writing Minor

Last Updated: Gustafson, Terry Lee  
04/07/2011

<b>Fiscal Unit/Academic Org</b>	Humanities Administration - D0500
<b>Administering College/Academic Group</b>	Humanities
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
<b>Current Program/Plan Name</b>	Professional Writing Minor
<b>Proposed Program/Plan Name</b>	Professional Writing Minor
<b>Program/Plan Code Abbreviation</b>	PROFWRT-MN
<b>Current Degree Title</b>	

**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		25	16.7	15	1.7
Required credit hours offered by the unit	Minimum	10	6.7	6	0.7
	Maximum				
Required credit hours offered outside of the unit	Minimum	15	10.0	9	1.0
	Maximum				
Required prerequisite credit hours not included above	Minimum				
	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.

- |                               |  |
|-------------------------------|--|
| <b>Program Learning Goals</b> | <ul style="list-style-type: none"> <li>• Professional writing minor students will develop the cognitive knowledge to address the challenges of writing well in various workplace sectors</li> <li>• Professional writing minor students will understand the effective use and impact of technology on writing in various organizations</li> <li>• Professional writing minor students will gain practical skill and hands-on experience in writing for a contemporary workplace</li> <li>• Professional writing minor students will compete successfully for good jobs in the information economy</li> </ul> |
|-------------------------------|--|

**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**

Status: PENDING

**PROGRAM REQUEST**  
Professional Writing Minor

Last Updated: Gustafson, Terry Lee  
04/07/2011

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**

- Minor in Professional Writing Program Proposal.docx  
*(Program Proposal. Owner: Houston, Patricia A)*
- Minor in Professional Writing Curriculum map.doc  
*(Curricular Map(s). Owner: Houston, Patricia A)*
- A and H CL.CSTW.doc: Cover Letter from Arts and Humanities  
*(Letter from the College to OAA. Owner: Williams, Valarie Lucille)*
- A&H2 Subcmte Cover Letter - Minor in Professional Writing.doc: CCI Subcommittee Cover Letter  
*(Other Supporting Documentation. Owner: Vankeerbergen, Bernadette Chantal)*
- A&H Submission Memo.pdf: ASC Cover Letter  
*(Letter from the College to OAA. Owner: Gustafson, Terry Lee)*

**Comments**

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Houston, Patricia A	10/12/2010 02:29 PM	Submitted for Approval
Approved	Williams, Valarie Lucille	12/03/2010 05:16 AM	Unit Approval
Approved	Williams, Valarie Lucille	12/03/2010 05:17 AM	College Approval
Approved	Vankeerbergen, Bernadette Chantal	12/10/2010 02:03 PM	ASCCAO Approval
Approved	Gustafson, Terry Lee	04/07/2011 01:07 PM	ASC Approval
Pending Approval	Soave, Melissa A	04/07/2011 01:07 PM	CAA Approval



College of Arts and Sciences

186 University Hall  
230 North Oval Mall  
Columbus, OH 43210

Phone (614) 292-1667  
Fax (614) 292-8666

Web [artsandsciences.osu.edu](http://artsandsciences.osu.edu)

December 1, 2010

Lawrence Krissek, Professor of Earth Sciences  
Faculty Chair, Committee on Curriculum and Instruction  
College of Arts and Sciences

Dear Larry,

The Center for the Study and Teaching of Writing (CSTW) has completed and submitted their proposal for a semester version of their Minor in Professional Writing. Throughout Spring and Summer 2010, faculty and staff who administer the program worked with me to translate the quarter version of the minor to an effective and efficient semester version. CSTW took this opportunity to create learning goals for the minor and has provided a curriculum map of its course offerings that fulfill the minor. In addition, Trish Houston, Coordinator for the Minor in Professional Writing, solicited concurrences through email from the various units that currently allow their courses to be included on the minor. These are included in the main proposal.

The minor is 25 quarter hours and in semesters it is 15; it still remains five courses with a course-to-course correlation from quarters to semesters. The main changes to the minor are a collapse of its traditional decimalized courses 450.01, 450.02, and 450.03 into one core course for the minor, 4150, and the creation of a Special Topics course 4175 which may be taught in either Autumn or Spring Term, or May Session. The courses that are specific to the minor are listed under Humanities Administration in PACER and have been advanced along with the program form.

This minor has the approval of Arts and Humanities, and we are sending it forward to you for review at Arts and Sciences Committee on Curriculum and Instruction. If you have any questions or concerns, please do not hesitate to call or email me at 292-5727 or [williams.1415@osu.edu](mailto:williams.1415@osu.edu).

Thank you for your consideration of these proposals,

A handwritten signature in cursive script that reads 'Valarie Williams'.

Valarie Williams, Professor of Dance  
Associate Dean, College of Arts and Sciences, Arts and Humanities  
Professor of Dance

CC: Dickie Selfe, Director for the Center for the Study and Teaching of Writing  
Patricia Houston, Writing Minor Coordinator



Center for the Study and Teaching of Writing

College of Arts and Sciences  
485 Mendenhall Lab  
125 South Oval Mall  
Columbus, OH 43210-1308

Phone (614) 688-5865  
Fax (614) 292-9244  
E-mail [cstw.osu.edu](mailto:cstw.osu.edu)  
[cstw.osu.edu](http://cstw.osu.edu)

October 8, 2010

Dear Office of Academic Affairs colleagues:

The Center for the Study and Teaching of Writing in the College of Arts and Sciences' Division of Arts and Humanities administers the undergraduate Minor in Professional Writing. This positioning of the minor was designed to facilitate the program's ability to give Ohio State students from all across the university's curriculum the cognitive knowledge, practical skills, and hands-on experience they will need to write well in the 21st-century workplace. The full-time coordinator, Patricia (Trish) Houston, oversees this program and reports to the CSTW Director and to the Center's executive and oversight committees.

Because this program was relatively recently established (2003), we recommend approval to **convert the Minor in Professional Writing with minimal changes to program goals and curricular requirements**. Our proposed minimal changes primarily reflect the necessity to better prepare our students with the ability to respond to the continual technological and cultural shifts required of contemporary professional writers. Specifically, we propose to:

1. **maintain a five-course curricular structure**, converting the current 25 quarter-term hours to 15 semester hours. This structure, as outlined on our attached curriculum map, will continue to require that students take
  - any version of the second-level writing course (2367)
  - two electives from a portfolio of writing courses offered by departments throughout the university
  - Humanities 4150, Cultures of Professional Writing, the required core course that prepares students for the internship term
  - Humanities 4191, the Professional Writing Internship, the program's capstone course;
2. **make a minor change to our core course**, Cultures in Professional Writing, by combining the three current decimal designations of this class—450.01 (Writing and Its Place), 450.02 (Writing in Organizations), 450.03 (Writing and New Media)—into one course that better prepares all of our students for the fast-paced technological environments they will face; and
3. **add a new course**, Special Topics in Professional Writing, to offer students in-depth concentration, sometimes in collaboration with our workplace partners, on various topics.

The attached Rationale Statement, Transition Policy, Support Letters, and Curriculum Map provide further detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Selfe".

Dr. Richard (Dickie) Selfe  
Director, Center for the Study and Teaching of Writing  
Phone: (614) 546-6854 (primary, cell), E-mail: [selfe.3@osu.edu](mailto:selfe.3@osu.edu)

## **I. Rationale for Minimal Program Changes to the Minor in Professional Writing**

When the professional writing minor was established less than a decade ago, our Rationale Statement said: “In the Information Age, good writing skills are crucial for students in every discipline.” This still remains true. The College Board’s National Commission on Writing for America’s Families, Schools, and Colleges surveyed business leaders of 120 major American corporations employing nearly 8 million people. The subsequent report concluded: “Developing the kinds of thoughtful writers needed in business, and elsewhere in the nation’s life, will require educators to understand writing as an activity calling for extended preparation across subject matters.” The Minor in Professional Writing is designed for students from all across the university’s curriculum who are interested in writing in the public arenas of civic life, in the academy, and in the professional world.

**A. What stays the same.** We propose to continue the five-course curricular structure that the program successfully uses now, converting the 25 hours currently required in the quarter version to 15 semester hours. The professional writing minor will continue to require that students take any version of the second-level writing course (2367) to build on the foundation this 3-hour course provides. Two electives (totaling 6 hours) from a portfolio of courses offered from throughout the university’s curriculum provide instruction in specific areas of professional writing. The required core course, Humanities 4150 (3 hours), examines the nature of writing in various academic and nonacademic workplace organizations and settings. The minor culminates in Humanities 4191, our the Professional Writing Internship (3 hours), our capstone course that provides a hands-on writing internship at one of more than 120 Columbus area businesses, nonprofits, government agencies, or university workplaces.

Rapidly evolving technological developments in just the last five years, however, require preparing our students not only with a critical understanding of the rhetorical processes underlying communication in various media, but also with the problem-solving skills to face continual technological and cultural change. The minimal changes we propose to the Minor in Professional Writing curriculum reflect these necessities.

**B. Change 1. Combining Humanities 450.01 (Writing and Its Places), 450.02 Writing in Organizations), and 450.03 (Writing and New Media) into one course, Humanities 4150, Cultures of Professional Writing.** As the American Communication Association says, we are in a “new era of information exchange and sharing, only comparable to the invention of the printing press and moveable typeface.” At the inception of the professional writing minor, the Cultures of Professional Writing course gave students three options to complete this core course, including one with a special focus on new media. The integration of technology into all aspects of the work world no longer allows our students the option of knowing about new media. More than ever, professional writing students need to acquire basic practical knowledge of how new communication technologies work and to hone their writing skills through practice in specific genres, disciplines, and media. We are excited about the redesign of this course in the context of a semester-long term in order to better prepare our students for the fast-paced technological environments they will face.

**C. Change 2. Adding a new course: Humanities 4175 Special Topics in Professional Writing.** The May term provides us the opportunity to work in collaboration with our workplace partners to provide students with in-depth concentration on topics in professional writing. Topics will vary, but may include exploration of grant and development writing, development of technology-based and print professional writing portfolios, issues of intellectual property rights facing contemporary writers, etc.

In conclusion, the goal of our proposal for the semester conversion of the Minor in Professional Writing is to continue to help our students emerge as reflective and articulate writers able to contribute effectively to civic, academic, and professional endeavors in the twenty-first century.

## II. Minor in Professional Writing Program Requirements and Semester Courses

### A. Program Learning Goals

Professional writing minor students will

1. develop the cognitive knowledge to address the challenges of writing well in various workplace sectors
2. understand the effective use and impact of technology on writing in various organizations
3. gain practical skill and hands-on experience in writing for a contemporary workplace
4. compete successfully for good jobs in the information economy

### B. Semester courses

1. Required courses offered by this unit

- Humanities 4150 Cultures of Professional Writing (3 hours)  
*Prepares students for internship quarter*
- Humanities 4191 Internship in Professional Writing (3 hours)  
*Internship*

2. Required courses outside of unit

- 2367 Writing Level 2 (3 hours)  
*Provides foundation through extensive instruction and experience in writing and revision*

3. Elective courses, students choose 2, totaling 6 hours, at least *one* must come from Category 1.

#### Category 1 (3 hours)

At one elective must come from this group:

- English 3304 Business and Professional Writing
- English 3405 Studies in Technical Communication
- English 3467S Writing and Learning, or
- Humanities 3467 Writing and Learning
- English 4567S Rhetoric and Community Service

#### Category 2 (3 hours)

Continuing the exceptions policy in place under the quarter system, if the student is required to take one of these courses for his/her major, then the minor defaults to 12 credit hours.

- Ag. Comm            4130 Layout and Design  
                                 5135 Writing for Agriculture (5 hours)
- Ag Systems Mgmt   2305 Professional Development (2 hours)
- Aviation             2200 Aviation Communication



- Communication 2221 Media Writing & Editing  
2321 Writing for Strategic Communication  
2210 News Design  
2511 Visual Communication Design  
3334 Strategic Message Design  
3404 Media Law & Ethics  
3629 Language & Social Interaction  
4202 Magazine Writing  
4511 User-Centered Communication Design
- Constr. Syst. Mgt 2305 Professional Development (2 hours)
- English 2271 Introduction to English Language Study  
2276 Arts of Persuasion  
3305 Technical Writing  
4570 Intro to History of English  
4572 Traditional Grammar & Usage  
4574 History & Theories of Writing
- Engineering 4401 Ohio State Engineering Magazine Staff  
4402 Ohio State Engineering Magazine Mgmt  
(both courses are 1-3 hours)
- History 4XXX (was Senior Colloquium)
- Humanities 4175 Special Topics in Professional Writing
- Theatre 5331 Screenwriting  
5961 Playwriting
- Any Course from Category 1

### **Special Permissions Category**

The following courses may be acceptable, depending on content per quarter and with coordinator's permission:

- English 4573 Rhetorical Theory and Analysis of Discourse  
4575 Special Topics in Literary Forms  
4579 Special Topics in Nonfiction  
4585.01 Special Topics in Literacy Studies  
4585.03 History of Literacy Studies

### III. Transition Policy: Our Pledge to Minor in Professional Writing Students

We take to heart The Ohio State University's commitment to protect the academic progress of all students who pursue the Minor in Professional Writing as we plan and implement the shift of the program's curriculum from quarters to semesters by summer 2012.

We will work diligently to ensure that the quarter-to-semester conversion does not disrupt our students' progress to completion of the professional writing minor. We will use as our currency the five-course curricular structure that the program has successfully used in the past, by converting the five courses earning 25 hours required in the quarter version to five courses earning the 15 required semester hours. We are crafting our courses and working with the university units that provide our program's electives to ensure that changes to the calendar and to the courses involved will not affect the quality of our program.

Thus, the professional writing minor will continue to require that students take:

- any version of 2367, the second-level writing course
- two electives from a portfolio of courses offered from throughout the university's curriculum
  - the required core course, Humanities 4151, Cultures of Professional Writing
  - our capstone course, Humanities 4191, the Professional Writing Internship, which provides students with a hands-on and meaningful writing internship at a Columbus area business, nonprofit, government agency, or university workplace.

The coordinator and staff of the Minor in Professional Writing currently meet one-on-one and also correspond by phone and e-mail over several quarters to help students incorporate pursuing the minor into their academic careers. We review the list of electives to recommend courses that best fit the academic interests and career goals of our students, and we currently help them map out when they intend to take each requirement. Through the transition, the coordinator and staff will continue to correspond and meet one-on-one with students as often as necessary to chart their progress. This will, of course, be a joint effort between the students and the writing minor staff to ensure timely completion of the program.

We recognize that the timing of when necessary courses are offered may complicate our students' progress through the transition period. Because we require that students take Humanities 4151 prior to their internship, Humanities 4191, we will offer both of these core courses during all three terms (first, second, and summer) to facilitate students' ability to fit them into their course load. We also recognize that in rare instances we may need to give students special permission and mentoring to take both courses simultaneously. In addition, we recognize that we will have to work with students to make appropriate substitutions for the elective classes required, when necessary.

We will also update our program's promotional efforts and give students initial information about the Minor in Professional Writing as early in their academic careers as we can. This will facilitate their ability to factor it into their academic plans.

We rarely work with first-year or even second-year students. The majority of even initial inquiries about the program come from third- and fourth-year students who have already completed at least one of the prerequisites, usually the second-level writing course (2367), and who are taking one of the electives. Therefore, students who have entered the university as new first quarter freshmen (NFQF) in AU10 and those entering AU11 will in fact be affected by the transition and, most likely, come to us in 2012 as those third- and fourth-year students.

We see the following as a likely map to earning the Minor in Professional Writing for a student who has entered the university as a NFQF in AU10:

AU11	Second-level writing course (ENGL 367)	5 quarter hours
SP12	Group 1 Elective (ENGL 304)	5 quarter hours
AU12	Group 2 Elective (COMM 4202)	3 semester hours
SP12	Humanities 4150	3 semester hours
AU or SP13	Humanities 4191	3 semester hours

The student will successfully complete the minor with the five necessary courses, two as quarter offerings, three in semesters. We are confident that we can facilitate similar straightforward scenarios for our students.

#### IV. Support/Concurrence Letters

*Using the following e-mail template, Trish Houston, coordinator of the Minor in Professional Writing, sent course elective requests to the departments/colleges that currently offer courses that serve as electives for the minor:*

Dear [contact person]:

As I understand it, you are the quarter-to-semester conversion contact for [academic program]. If you are not the correct person for me to contact about the following, please do forward this on or send it back to me with the contact information I need.

We are working on the quarter-to-semester conversion of the Minor in Professional Writing program. As you know, the Minor in Professional Writing is designed to give students the “cognitive knowledge, practical skill, and hands-on experience needed to write well in the workplace” (ASC description).

Currently, the following course(s) from your department serve as electives for the Minor in Professional Writing.

[course number] [course title]  
[course number] [course title]

If these courses are being carried forward through the conversion, will you please let me know that you support their continued inclusion in our program? In addition, will you give me the new course numbers, course titles, and semester hours earned for each so that we can list them in our Minor in Professional Writing conversion proposal?

Also, can we add the semester version of : [course number] [course title]?

We would, of course, be willing to consider additional courses that you are developing through the conversion process that match the following professional writing minor program goals:

Our students will

1. develop the cognitive knowledge to address the challenges of writing well in various workplace sectors
2. understand the effective use and impact of technology on writing in various organizations
3. gain practical skill and hands-on experience in writing for a contemporary workplace
4. be prepared to compete successfully for good jobs in the information economy

I look forward to our continuing mutual efforts to enhance our students’ ability to address the technological and cultural shifts required of professional writers in the contemporary workplace. Thank you for your program’s past support of this program and for providing me with this information necessary for the transition from quarters to semesters.

Please do not hesitate to contact me if you have any questions.

## Responses from colleges and departments

### Arts (College of)

- **Department of Theatre**

Dan Gray, gray.215, Dept. of Theatre,

6/7/10, 11:44 a.m.

Re: 636 Screenwriting  
660 Playwriting

Dear Trish,

Yes, I'm the contact. Yes, we'll be offering versions of these classes. We should have numbers and the rest of the info together by week's end. Will keep you posted if there are other classes that might be a good fit for you.

More soon,  
DG

9/22/10, 3:13 p.m.

Hi Trish,

Here are the semester course offerings that you requested:

Theatre 5331: Screenwriting, 3 Units  
Theatre 5961: Playwriting, 3 Units

Please let me know if you need any additional information.

Best,  
Eric

### Education and Human Ecology (College of)

- **School of Teaching and Learning**

Barbara Kiefer, kiefer.38

Re: Educ 607 Writing Course: Early/Middle Education

6/21/10, 12:04 p.m.

Hi Trish,

Barbara Keifter forwarded your request to me. T&L 607 is being converted to a 2nd Writing course since the 3rd writing requirement is being removed under semesters. It

will be a 3 credit course named Education, Society, and Writing: Cultural contexts of writing and how we teach. I'm not sure of the number yet.

Please let me know if you have any other questions about T&L courses.

Jess

Jessica Mercerhill  
Director, Curriculum and Program Planning  
Project ASPIRE

## Engineering (College of)

### • Department of Aviation

Seth Young, young.1460

Re: 520 Aviation Communication

6/7/10, 11:05 a.m.

Hi Trish,

Thanks for your email. Yes, under semesters, we will be reviving our currently dormant course in Aviation Communication. In fact, the course will be a required course as part of our BA, BS, and BBA majors in Aviation and our Aviation Minor. We'd be happy to have the course included in your portfolio. The new semester course information is:

AVN 2200 Aviation Communication 3 semester units. No prerequisites.

Hope this helps. If there's anything else you need please let me know.

Regards,

Seth

### • Engineering Administration

Ed McCaul, mccaual.1

Re: Engineering 400 Ohio State Engineering Magazine

6/7/10, 2:11 p.m.

Trish, I am glad that the magazine course is part of the minor and that it has been helpful to students who are working on the minor. Here is the information you requested.

4401 The Ohio State Engineer Magazine Staff 1-3 semester credit hours

4402 The Ohio State Engineer Magazine Management 1-3 semester credit hours

Let me know if you need anything else.

Ed

**Food, Agricultural, and Environmental Sciences (College of)**

• **Department of Food, Agricultural, and Biological Engineering**

Ann Christy, christy.14

Re current courses: Ag. Systems Management 305 Professional Development  
Construction Systems Management 305 Professional Development

6/7/10, 3:36 p.m.

Greetings Trish:

Thank you for contacting me about the Professional Writing minor. My department is indeed going to carry forward our Ag Systems Management 305 (and its cross-listed sister course, Construction Systems Management 305). Course numbers have not been decided yet, but we should know by the end of July. I am cc:ing Mary Faure, the program director for those courses, with this email.

The Ag Comm courses fall under the HCRD department, and I am cc:ing the Q2S point people for that department, Drs. Jamie Cano and Susie Whittington. They will be able to answer your questions about their courses.

Good luck as you develop your semester proposal.

Best regards,

Ann

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Ann D. Christy, Ph.D., P.E.  
Associate Professor

• **Department of Human and Community Resource Development**

Re possible courses: Ag. Comm. 300: Publication Design & Production  
Ag. Comm. 500: Agricultural Feature Writing

10/1/2010, 2:05 p.m.

Trish,

I can definitely support the inclusion of our two courses into your minor. Both are going to be in the new semester curriculum for Ag Communication. The 300 class is now 4130- Layout and Design (3ch) and 500 is 5135- Writing for Agriculture (5ch). Since we do a magazine in 5135 and it has a large lab component it is at a higher credit hour than some courses.

Please let me know if you need anything else about these courses or if you need anything more formal from us. I'd be happy to talk anytime.

Thanks and have a great weekend.

Emily Rhoades

6/8/10, 3:41 p.m.

Ms. Houston,

I received this note about your professional writing minor. Several of my ag comm undergrads have taken this minor over the years. I would be happy to include some of our courses in the minor. If you would like to talk about the content of both courses I would be happy to chat.

Thank you

Emily Rhoades, PhD

Asst. Professor, Agricultural Communication

• **School of Environment and Natural Resources**

Gregory Hitzhusen, hitzhusen.3

Re: ENR 567 Communicating ENR Information

6/7/10, 1:12 p.m.

Hi Trish - ENR 567 will continue on into semesters, but in a new shape as a second writing course, so its number should be ENR 2367. Title will be: "Communicating Contemporary Environmental and Natural Resources Issues." In a nutshell, the school is shifting its third writing requirement from 567 (currently a required course in the SENR core curriculum) into our capstone courses and possibly a couple of other upper level undergrad courses with a strong writing component. At the same time, we're taking what I do in 567 and converting much of it to the new 2367 course, in hopes that most ENR students will get some of that content/process sooner than later. In the meantime, there is talk about keeping 567 on the books as a higher level writing/communications course, perhaps with a social media component, but that plan is not fully formed yet, so time will tell.

This may need more follow-up - let me know your questions, but that's the best I can tell you at the moment on the plans for 567. (And I'm copying Mark Giese, our academic administrator, in case he has any other comments to add.)

Best wishes,

Greg

Gregory E. Hitzhusen, MDiv, Ph.D.

School of Environment and Natural Resources

6/24/10, 12:49 p.m.

From Trish Houston:

Greg,

.... Since the second-level writing courses are already counted hour-wise as a prerequisite for the writing minor, I am more interested in any more advanced writing classes that you all develop. If you do keep the 567 course on the books, especially as you describe how you all are thinking about it, I would definitely be interested in including it as an elective, with your program's permission. I personally don't think we can teach work-world writing without looking at social media at this point. Most of my interns are asked to do much of that kind of writing.



6/24/10, 2:31 p.m.

Hi Trish - .... I'll let you know what happens with 567. I had students create a YouTube video this quarter about SENR, and that has led to students, faculty, and staff all asking to continue the tradition in future quarters, with more emphasis on social media. So that option continues to gain support. I certainly found myself getting more and more immersed in social media with my OhIPL work, and agree that it's a key skill in the world of environmental professionals. Maybe not as radical a change as when the telephone was invented, but we certainly are seeing communications evolve before our eyes.

Best wishes,

Greg

## Humanities (College of)

### • Department of English

Christopher Highley, highley.1

#### Re:

#### Group 1 Electives

Currently, all students seeking the Minor in Professional Writing must take at least one course from this short list of courses from the English Department:

304: Business and Professional Writing

405: Special Topics/Studies in Technical Communication

467: Writing and Learning (also available to students as HUM COL 467)

567: Rhetoric and Community Service

#### Group 2 Electives

Students also select one course from a second set of two dozen electives from all across the curriculum. The following English Dept. courses serve as **Group 2 electives** for the minor:

271: Introduction to English Language Study

276: Introduction to Rhetoric

570: Introduction to the History of English

572: Traditional Grammar & Usage

574: History & Theories of Writing

We would like to **add**:

305: Technical Writing (currently only 3 hours)

#### Additional Electives

Currently, other courses may be acceptable, depending on the content for a specific quarter and with permission of the coordinator:

573.01: Rhetorical Theory and Analysis of Discourse

575: Special Topics in Literary Forms & Themes

579: Special Topics in Nonfiction

We would like to **add**, per Harvey Graff's thoughtful and thorough request, the following to this set of additional electives:

585.01: Topics in Literacy Studies  
585.02: History of Literacy

6/7/10, 3:14 p.m.

Hi Trish--

English has no objection to any of the courses you list being included on the Professional Writing Minor. I include a spreadsheet showing all our courses and the changes (if any) they have undergone in the conversion process. Please let me know if you have any further questions.

Chris

• **Department of History**

Nick Breyfogle, Assoc. Professor, breyfogle.1  
Re: 598.01 Senior Colloquium

6/11/10, 2:33 p.m.

Dear Trish,

Thank you for your message. I am indeed the Semester conversion contact for history. History is currently taking advantage of the change to semester to undergo a thorough re-working of its curriculum and courses. At this stage, faculty are re-developing and re-conceptualizing their courses. It will likely not be until September that we have final courses lists and course numbering for all our courses. Once we have those, I will be sure to send them on to you. At this stage, however, I can say that versions of 598 will be offered under semesters (likely these will be 4000 level courses, and rather than having just one number for all such courses, 598, we will have multiple numbers based on the themes of the course. We will also be offering both "readings" versions of the course and research versions of the course, both of which will be writing intensive and I would think fit your program). Also, there may indeed be other courses that fit your needs and your program, and we can talk about these once history has its courses set.

Again, many thanks for your message. We will be delighted to continue working with your program as we have in the past.

All the best for the summer,  
Nick

**Social and Behavioral Sciences (College of)**

• **Communication (School of)**

Daniel McDonald, Professor, mcdonald.221

Re: current courses

221: Reporting and Editing

602: Magazine Writing

604: Media Ethics

629: Language & Social Interaction

634: Creative Message Design

711: Advanced Design Applications

Re: adding  
422: News Editing

6/23/10, 7:30 a.m.

Hi Trish -

I can give you this information now:

221 is becoming 2321 and now called Writing for Strategic Communication. We can also suggest 2221 which is now called Media Writing and Editing. The 2221 class is more news writing and editing; the 2321 is more related to public relations and writing, so it's got some news writing, but also has press releases, etc.

602 remains as Magazine Writing and is numbered 4202

604 Media Ethics is now merged with our 607 class and will be 3404 Media Law and Ethics

629 is now 3629 and keeps the same title

634 Creative Message Design becomes 3334 Strategic Message Design

711 has morphed into several different classes. We'll have these design classes:

2210 - News Design

2511 - Visual Communication Design

3334 listed above

4511 - User-Centered Communication Design

I believe 2210 is much more applied to newspapers and websites that deal with news and information, 2511 and 4511 are more 'techy' and deal with various kinds of websites. 3334 I believe deals more with PR, Advertising etc. and the issues involved in persuasive communication.

I hope this helps. I have asked for input on other courses that might be relevant for you but I'm waiting to hear back.

Dan

### Minor in Professional Writing Curriculum Map

	Program Learning Goals			
	<b>Goal #1</b> develop the cognitive knowledge to address challenges of writing well in various workplace sectors	<b>Goal #2</b> understand the effective use and impact of technology on writing in various organizations	<b>Goal #3</b> gain practical skill and hands-on experience in writing for a contemporary workplace	<b>Goal #4</b> compete successfully for good jobs in the information economy
<b>Required Courses (offered by the unit)</b>				
Humanities 4150 Cultures of Prof'l Writing	advanced	advanced	advanced	advanced
Humanities 4191 Internship in Prof'l Writing	advanced	advanced	advanced	advanced
<b>Required Courses (offered outside the unit)</b>				
2367 Writing Level 2	intermediate			intermediate
<b>Elective Courses (choose 2, totaling 6 hours, at least <i>one</i> must come from Category 1)</b>				
<b>Category 1 (offered by the unit)</b>	interm/advanced	interm/advanced	interm/advanced	interm/advanced
<b>Category 1 (offered outside the unit)</b>				
<b>Category 2 (offered by the unit)</b>	interm/advanced	interm/advanced	interm/advanced	interm/advanced
HUM COL 4175 Special Topics in Prof. Writing	advanced	advanced	advanced	advanced
<b>Special Permissions Category</b>	interm/advanced	interm/advanced	interm/advanced	interm/advanced
3467S Writing and Learning	advanced		advanced	advanced



Department of Evolution, Ecology, and Organismal Biology

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College of Biological Sciences  
318 West 12th Avenue  
Columbus, OH 43210-1293

Phone (614) 292-8088  
Fax (614) 292-2030

November 29, 2010

Professor Larry Krissek  
Chair, Arts and Sciences CCI  
Re: Minor in Professional Writing

Dear Professor Krissek:

The CCI's Arts and Humanities 2 subcommittee met on November 9, 2010, to review the semester conversion plan for the minor in Professional Writing submitted by the Center for the Study and Teaching of Writing. The committee suggested a few minor clarifications but felt that overall the plan was well constructed and voted unanimously to recommend forwarding it for the next step in the approval process.

Sincerely,

A handwritten signature in black ink that reads "Mitch Masters".

Wm. Mitchell Masters  
A&H2 Subcommittee Chair  
Associate Professor of Biology