

Reed, Katie

From: Smith, Randy
Sent: Friday, June 23, 2023 3:48 PM
To: Hewitt, Elizabeth
Cc: Andridge, Rebecca; Reed, Katie; Smith, Randy; Orr, James; Duffy, Lisa; Williams, Susan S.; Vankeerbergen, Bernadette; Martin, Andrew; Renga, Dana
Subject: Proposal to revise the Professional Writing Minor

Beth:

The proposal from the Department of English to revise the Professional Writing minor was approved by the Council on Academic Affairs at its meeting on June 23, 2023. Thank you for attending the meeting to respond to questions/comments.

No additional level of internal approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (July 2023).

The Office of the University Registrar will work you with 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 Rebecca Andridge (.1) or me.

Randy



W. Randy Smith, Ph.D.

Vice Provost for Academic Programs

Office of Academic Affairs

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From: [Vankeerbergen, Bernadette](#)
To: [Smith, Randy](#); [Reed, Katie](#)
Cc: [Martin, Andrew](#); [Jenkins, Mary Ellen](#); [Steinmetz, Brad](#)
Subject: Revision to the Professional Writing Minor
Date: Monday, May 8, 2023 11:11:31 AM
Attachments: [PWMinorProposal.pdf](#)
[image001.png](#)
[MinorProfessionalWritingSheet.docx](#)
[Revision Minor Professional Writing English Letter of Motion.pdf](#)

Dear Randy and Katie,

Please find attached a proposal to revise the Professional Writing Minor. The changes were approved on Friday May 5, 2023 by the ASC Curriculum Committee (ASCC).

We are now advancing the proposal for review by CAA. The attached documents are: (1) the actual proposal, (2) the revised advising sheet with track changes, and (3) the Arts and Humanities Panel cover letter to ASCC .

Please use this email as a cover letter indicating that the proposal has been duly reviewed and approved by the appropriate ASC curricular bodies (including the full ASC Curriculum Committee).

The contacts for the proposal are Professor Beth Hewitt and Dr. Lindsay Martin.

Please let me know if you have any questions.

Best regards,
Bernadette



Bernadette Vankeerbergen, Ph.D.

Assistant Dean, Curriculum

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May 3, 2023

Associate Professor Brad Steinmetz
Chair, Arts and Sciences Curriculum Committee

RE: Professional Writing Minor changes

Dear Brad and Members of the Arts and Sciences Curriculum Committee,

At its meeting on April 28, 2023, the Arts and Humanities 2 Panel of the ASC Curriculum Committee reviewed and unanimously approved the proposal for changes to the English Department Professional Writing minor.

Since the New GE doesn't require a second writing course, the first change is to remove the 2367, Writing and Communication: Level 2 course as a requirement. Currently, students must choose 2 elective courses from Group A (Technology skills in 21st century writing) and Group B (Advanced courses in professional writing). Removing the 2367 course requirement, will allow students to choose three elective courses (instead of two). With this new requirement, English 2269 / Digital Media Studies will be moved from Group B to group A allowing students to choose it as an essential class in the program. Likewise, the options for Group B will be expanded to include select courses from both Advanced Writing Embedded Literacies and/or the Thematic Pathways from professional writing courses in other disciplines or specific professions offered by other departments. The course selection was based on the extent to which each course emphasizes writing instruction itself, including revision; and/or genres specific to individual professions and/or writing in multiple genres or to audiences other than academics.

Since the proposed changes do not affect the credit hour requirements for the Professional Writing minor, students will continue taking English 4150, Cultures of Professional Writing, the required core course that prepares students for the internship term, and English 4189, the Professional Writing Capstone Internship to complete the minor.

We believe that the proposed revisions to the Department of English Professional Writing minor *will keep the program both rigorous and accessible to students in majors and colleges from across the university*; therefore, we advance the proposal with a motion to approve.

Regards,

Dr. Eugenia R. Romero
Associate Professor of Iberian Studies
Vice-Chair and Director of Undergraduate Studies
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March 31, 2023

Dear Vice Provost Smith,

The Minor in Professional Writing is an undergraduate offering housed in the Department of English that offers Ohio State students across the university the cognitive knowledge, practical skills, and hands-on experience they will need to write well in the twenty-first century workplace. overseen by the Program Coordinator, Lindsay Martin, the MPW graduates 50-70 students each year.

The English Department is proposing to make small changes to the MPW to respond to the GEN.

1. To remove the second-level writing course requirement (2367) but expand elective requirements from two to three.
2. The final course structure will include:
 - a. Three electives from a portfolio of writing courses offered by departments throughout the university.
 - b. English 4150, Cultures of Professional Writing, the required core course that prepares students for the internship term.
 - c. English 4189, the Professional Writing Capstone Internship.
3. To move one course between elective groups, English 2269, Digital Media Studies, to better reflect the centrality writing in an increasingly digital world.
4. To add several existing courses across the university to Group B.

Attached is the rationale, table of specific additions to electives, and corrected minor advising sheets to provide further detail. We would like to implement the proposed changes in Autumn 2023.

On behalf of the Department of English, thank you for your consideration.

Sincerely yours,



Elizabeth Hewitt



Minor in Professional Writing Curriculum Revision Proposal

1. Current MPW Curriculum

The current MPW curriculum integrates requirements of the Legacy GE (GEL) by including a 2367 / second-level writing course as part of its 15-hour requirement. This allowed students to discover the MPW as late as their junior year and add on the program, often having already taken the 2367 course and the Group B elective due to GEL and major requirements.

Required course (3 credit hours)

2367, Writing Level 2

Elective requirements (6 credit hours)

You must choose two courses (6 credit hours), at least one of which must come from Group A.

Group A

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

Group B

Agricultural Communication 4130, 5135

Agricultural Systems Management 2305

Aviation 2200

Communication 2210, 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511

Construction Systems Management 2305

English 2268, 2269, 2276, 3271, 3468, 3662, 4568, 4569, 4570, 4572, 4574

Theatre 5331, 5961

Any additional course from Group A

Core requirements (6 credit hours)

English 4150 (3 credit hours)

English 4189 (3 credit hours)

2. Proposed Revision

To keep the MPW both rigorous and accessible to students in majors and colleges from across the university, **we propose to streamline these requirements categories.**

Instead of requiring 9 credit hours across a 2367 and 2 separate elective categories, we propose requiring 9 credit hours across only the two elective categories, Group A and Group B electives. Students must take at least 3 credit hours in each group, and we will add course listings to each Group to accommodate increased enrollments in each.



- a. **2367 requirement:** Remove
 - i. The GEN no longer requires a second-level writing course, so the MPW can no longer build on this requirement curricularly.
- b. **Elective Group A** (at least 3 cr. hrs.; must take 9 cr. hrs. between Groups A and B): Maintain credit hour requirements. Move English 2269 / Digital Media Studies here from Category B.
 - i. **Technology skills in 21st century writing:** In part, the MPW ensures that students will “understand the effective use and impact of technology on writing.” As writing becomes more mediated by technology in the global work-world, digital media classes become more central to preparing students to write in the workplace. Moving English 2269 to Group A allows students to choose it as an essential class in the program.
 - ii. **Student scheduling opportunities in Group A elective:** This also increases the opportunities for students to fulfill the Group A elective requirement. Without the 2367 requirement, more students might turn to Group A to fulfill up to 6 credit hours of the MPW (as before, they can take two elective A courses).
- c. **Elective Group B** (at least 3 cr. hrs.; must take 9 cr. hrs. between Groups A and B): Because many students will likely choose to complete 6 of their required elective cr. hrs. in Group B, we propose to expand offerings in this category to accommodate more enrollments. We will also eliminate one course by moving it to Group A.
 - i. **Background:** Group B consists of advanced courses that examine professional writing in the disciplines or specific professions, often through writing across genres and/or with a focus on revision. For the GEN, many departments converted these former second-level writing courses into advanced writing embedded literacy courses. Some departments converted them courses into advanced writing courses within the Thematic Pathways instead.
 - ii. **Proposed changes:** The expanded Group B will include **select courses from both Advanced Writing Embedded Literacies and/or the Thematic Pathways**. It will keep most old courses, which typically count toward majors. The MPW and WPD committees have determined appropriate courses after outreach to departments across the university, consultation with Writing Across the Curriculum staff, and based on the extent to which each course emphasizes the following:
 - 1. Writing instruction itself, including revision; *and/or*
 - 2. Genres specific to individual professions and/or writing in multiple genres or to audiences other than academics

Specific additions to Category B:

Course Name	Cr.	GEN Placement	Description / Reason
ENGLISH 2367.05: Writing about the U.S. Folk Experience	3	Theme: Lived Environments This is also an advanced writing embedded literacy class for FCOB and psychology majors	This is an advanced writing course wherein students mobilize folklore as a critical lens for approaching a number of real-world, human experiences, including the traditions, modes of expression, and material cultures of everyday Americans from diverse groups and subcultures. This course has units that focus on how to write fieldwork notes, how to write research papers, and how to revise. All of these skills are valuable for MPW students, whether they take them forward for academic writing or ethical observation and non-academic writing.
ENGLISH 2367.07S: Literacy Narratives of Black Columbus	3	Theme: Lived Environments This is also an advanced writing embedded literacy class for FCOB and psychology majors	This course advances students previous writing skills by focusing on deeper levels of critical engagement of primary and secondary (scholarly) texts. Foundational approaches to writing asks students to practice more generic conventions associated with writing and invention, such as basic thesis development, logical organization, developing an argument, and synthesizing sources, etc. This course is appropriate for the MPW because it hones writing skills with the literacy narrative assignment and also prepares students for professional contexts with the final assignment, the digital exhibit on iMovie, where students conduct oral history interviews with Black communities in Columbus, transcribe those narratives, and present the polished project to the class.
ENGLISH 3020: Writing about Sustainability	3	Theme: Sustainability	This course asks students to consider their place in the natural world and asks the following questions: How do we interact with the natural world, and how does our human-made environment interact with the natural environment? How unequal are these encounters? Which groups in society have access to a natural environment that is safe vs.



			<p>dangerous, polluted vs. unpolluted, wild vs. built, sustainable vs. unsustainable? How has and could writing about such questions affect meaningful change?</p> <p>This is an advanced writing course wherein students will hone their research and writing skills for both academic and other genres. Students will complete the following learning activities: conducting primary and secondary research, analyzing data, composing and revising written arguments, and writing arguments in non-academic genres like blog posts and product reviews. Students will hone writing skills and have several opportunities for peer review and revision.</p>
ENGLISH 3011: Digital Activism	3	Theme: Citizenship for a Just and Diverse World	<p>This course is both critical and creative. In class discussions (50% of the time), students investigate and experiment with the consequences of humans' relationships with digital media. On studio days (50% of the time), students have hands-on guidance in mobilizing digital media for the purpose of protest and activism.</p> <p>The studio days make this fundamentally a production-based class that will serve students who want to use digital skills for the work world. The four main projects are opportunities for them to showcase their critical, rhetorical and digital production skills.</p>
ENGLISH 5191*: *Promotional Media Int. In English Studies	3	N/A	<p>The section of English 5191 offered by Prof. Scott DeWitt and titled "Promotional Media Internship in English Studies" offers students experience in creating timely, relevant and compelling short-form promotional media (primarily video and audio) for the Department of English.</p> <p>Students work closely with their supervisor (Professor DeWitt) as well as with key communications personnel to develop projects and set priorities and deadlines. English 5191,</p>



			<p>Promotional Media Internship, is intensely hands-on and focus almost exclusively on digital media production and related work-management skills in professional settings.</p> <p>This course prepares students for the work-world, builds technical skills, builds students' portfolios, and expands notion of writing to include digital composition. It thus accomplishes all 4 of the MPW learning goals.</p>
ENR 2367: Communicating Environmental and Natural Resources Information	3	AW EL for environmental science majors	<p>Through critical analysis, discussion, and writing, students demonstrate the ability to read carefully and express ideas effectively. Students apply written, oral, and visual communication skills and conventions of academic discourse to the challenges of a specific discipline. Students access and use information critically and analytically. Students will work toward these outcomes through 1) weekly readings to be analyzed in labs; 2) assignments providing practice in the types of communication ENR students will use in their careers; 3) class readings and literature review for your research paper and group presentations.</p>
LINGUISTICS 3000: Writing for Linguistics	3	AW EL for linguistics majors	<p>This course focuses on how to make good arguments. It is designed to help students develop writing and communication skills that can be applied to any future endeavor—academic or otherwise—while also learning about disciplinary norms in linguistics.</p> <p>In this course, students write for both specialist and public audiences, and they have several opportunities to revise their writing.</p>
PUBAFRS 2367: Writing and Communication in Public Affairs	3	AW for all John Glenn students	<p>Students write a position paper, a briefing memo, and written testimony to influence a governmental decision-making group. The public audiences and professional nature of these genres make this class ideal for the Minor in Professional Writing.</p>



PHR 2367.01/2367.02: Drug Use in American Culture	3	AW EL for pharmaceutical sciences majors; Also proposed as a Health/Wellness Themes course	This course includes rigorous writing instruction with checkpoint assignments that teach crafting research questions, evaluating news and scientific sources, crafting arguments, revising academic papers, and then reframing arguments for non-academic audiences.
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Specific deletions to Category B:

Course Name	Cr.	Change	Reason
COMM 2210: News Design	3	Delete from Group B	No longer offered by the unit
ENGLISH 4570: Introduction to the History of English	3	Delete from Group B	No longer offered by the unit

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

Minor in Professional Writing

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The Department of English's professional writing minor is designed to give students the opportunity both to develop the cognitive knowledge, practical skill, and hands-on experience needed to write well in the 21st-century workplace and to obtain a credential certifying that knowledge, skill, and experience to potential employers.

The minor requires 12-15 credit hours. 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.

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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