



The Professional Writing Certificate Program

The Professional Writing Certificate is awarded by TAMU Undergraduate Studies in English. It recognizes 18 hours of intensive training in a broad range of communication skills. You should allow at least a year and a half to complete the schedule of courses, some of which are offered only once a year.

Eligibility

- All Texas A&M Undergraduates are eligible to participate.

Limitations:

- You may transfer in one course.
- You may **not** substitute independent studies, or credit by exam for any of the required courses.
- You must complete all coursework by the semester you graduate.
- You **must earn a grade of B or better** in all courses.
- Any infraction of the Aggie Honor Code will disqualify you from receiving the certificate.

Required Courses

You must complete the following 9 hours of coursework, earning a grade of B or better in each class:

Course	Course Description	Notes
ENGL 210 Technical Business Writing	<i>Focus on writing for professional settings: correspondence and researched reports fundamental to the technical and business workplace—memoranda, business letters, research proposals and presentations, use of graphical and document design. Emphasis on audience awareness, clarity of communication and collaborative teamwork.</i>	
ENGL 320 Technical Editing	<i>Clarifying, reducing, expanding, and synthesizing such technical materials created by others as manuals, annual reports, and technical articles and reports; audience adaptation, invention, organization, style, and mechanics explored.</i>	Prerequisite: ENGL 210
ENGL 355 Rhetoric of Style	<i>Fosters an appreciation for and better understanding of English prose style; the history of English prose; representative prose models for analysis and imitation; the impact of computer analysis.</i>	

Electives

In addition to the three required courses (9 hours), students must select three courses (9 hours) from the following list:

- COMM 205: Communication for Technical Professions
- COMM/JOUR 230: Communication Technology Skills
- COMM/JOUR 250: New Media and the Independent Voice
- COMM 307/JOUR 301: Mass Communication, Law, and Society
- COMM 323: Strategic Communication
- COMM 330: Technology and Human Communication
- COMM/JOUR 365: International Communication
- COMM 437: Visual Communication
- ENGL 235: Elements of Creative Writing
- ENGL 241: Advanced Composition
- ENGL 304: Topics in Digital Research
- ENGL 353: History of Rhetoric
- ENGL 354: Modern Rhetorical Theory
- ENGL 460: Digital Authoring Practices
- ENGL 461: Advanced Syntax and Rhetoric
- ENGL 462: Rhetoric in Cultural Context
- ENGL 484: Internship
- ENGL 485: Directed Studies (in Technical Communications)
- ENGL 489: Special Topics (in Technical Communications)
- LING 307: Language and Culture
- ENGL/LING 403: Language and Gender
- JOUR 455: Literary Nonfiction

Certificate

Upon completing all of the coursework for the Professional Writing Certificate, do the following:

1. Notify the English Undergraduate Office in writing and request issuance of the certificate.
2. If necessary, for any course completed during your final semester, submit a letter to the English Undergraduate Office from your professor certifying completion of the course and the grade received.
3. Include your full name as you wish it to appear on the certificate.
4. Include your current mailing address for the certificate.
5. Allow 7-21 days for processing and delivery.

Questions

If you have any difficulties signing up for necessary courses, please call or email Apostolos Vasilakis, Director of Undergraduate Programs: 845-2587, vasilakis@tamu.edu.

Additional inquiries can be made via the **English Undergraduate Office**, which is located in LAAH 352.

- English Undergraduate Office phone number: 979-845-8357
- English Undergraduate Office email: undergrad-office@tamuenglish.org



Professional Writing Certificate Program Application

Last Name: _____ First Name: _____ Middle Name: _____

UIN: _____ Major(s): _____ Minor(s): _____

Expected Graduation Date: _____ Email: _____

Permanent Address: _____

Local Mailing Address: _____

Permanent/Cell Phone Number: _____

Name as you want it to appear on certificate: _____

1. I understand that to qualify for the Professional Writing Certificate, I must take twelve (12) semester hours of the required core courses plus six (6) hours from the approved elective courses, and I must earn at least a **B** in each of the specified courses.
2. I agree that when I have completed all courses for the program, I will provide the English Undergraduate Office with written notification of completion of the program. I understand that I will not receive the Professional Writing Certificate until all appropriate grades are reported.
3. I hereby formally enroll in the Professional Writing Certification Program and declare my intention to take the following courses:

English 210: Scientific and Technical Writing

Electives: _____

English 320: Technical Editing

English 355: Rhetoric of Style

Student's Signature

Date

Coordinator of Professional Writing Certificate

Date

English Undergraduate Office
LAAH 352 Phone: 979-845-8357 Fax: 979-458-3235
undergrad-office@tamuenglish.org www.english.tamu.edu