

Application for Professional and Technical Writing Certificates

Student Name: _____

RUID number: _____ Phone number (s): _____

E-mail address: _____

How would you like to receive your certificate? (check one)

Pick up at the Writing Program Office (Murray 108)

Mail to me at: _____

Please indicate which certificate has been completed (check one):

Technical Writing Certificate

Professional Writing Certificate

Date requirements were completed: _____

Please indicate how the requirements for this certificate have been met, keeping in mind that courses may not be counted twice. Any of the courses in sections 2, 3, or 4 may also count toward elective credit (check all that apply):

1) Two *electives* from among the following writing courses (6 credits):

351:312 Literature and Technology (3)

355:202 Technical Writing Essentials (3)

355:203 Business Writing Essentials (3)

355:315 Writing Grant Proposals (3)

355:342 Science Writing (3)

355:352 Writing as a Naturalist (3)

355:355 Writing in the Professions (3)

355:365 Technical Editing (3)

355:375 Collaborative Writing Practices (3)

2) One of the following research writing courses (3 credits):

- ___355:302 Scientific and Technical Writing (3)
- ___355:303 Writing for Business and Professions (3)
- ___355:312 Writing for Biology and Natural Sciences
- ___355:315 Writing Grant Proposals (3)
- ___355:322 Writing for Engineers (3)

3) a) One of the following workshop courses using computers in writing (3 credits):

- ___351:312 Literature and Technology (3)
- ___355:402 Advanced Writing Workshop (3) - not typically offered
- ___355:415 Information Design (3)
- ___355:425 Web Authoring (3)

b) One course in the Computer Science Department (3-4 credits)

- ___198:110 Introduction to Computers and Their Application (3)
- ___198:111 Introduction to Computer Science (4)
- ___198:170 Computer Applications for Business (3)

4) One writing internship (1 or 3 credits for those seeking a Professional Writing Certificate; 3 credits for those seeking a Technical Writing Certificate; 3 credits for those completing a Business and Technical Writing minor):

- ___355:396 Writing Internship (3)
- ___351:399 CASE (1)
- ___351:400 CASE (1)

Student Signature

Date

FOR OFFICE USE ONLY:

Received a C or higher in all required courses: ___yes ___no ___grade pending

If no or grade pending, missing requirements: _____

Date courses verified: _____

Date Certificate mailed or picked up: _____

Staff Signature

Date