

## Application for Professional and Technical Writing Certificates

Student name (as it will appear on certificate) \_\_\_\_\_

RUID: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

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):

Professional Writing Certificate

Technical 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. You must achieve a grade of C or higher in each course and complete a minimum total of 18 credits, of which 12 credits must be in 355 courses:

1) Two courses in writing training (6 credits):

351:209 Intro to Multimedia (3)

351:312 Digital Literary Studies (3)

355:202 Technical Writing Essentials (3)

355:203 Business Writing Essentials (3)

355:315 Grant Writing (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)

192:315 Professional Writing & Communication (3)

192:380 Public Speaking (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 (3)
  - 355:315 Grant Writing (3)
  - 355:322 Writing for Engineers (3)
- 3) a) One of the following workshop courses using computers in writing (3 credits):
- 351:312 Digital Literary Studies (3)
  - 355:402 Advanced Writing Workshop (3)
  - 355:415 Information Design (3)
  - 355:425 Web Authoring (3)
- b) One computer science course (3-4 credits):
- 198:107 Computing for Math and the Sciences (3)
  - 198:110 Introduction to Computers and Their Application (3)
  - 198:111 Introduction to Computer Science (4)
  - 198:170 Computer Applications for Business (3)
  - 189:103 Information Technology and Informatics (3)
  - 547:220 Retrieving and Evaluating Electronic Information (3)
  - 440:127 Introduction to Computers for Engineers (3)
- 4) One Writing Internship course:
- 355:397 Writing Internship (3)
  - 355:398 Writing Internship (3)

\_\_\_\_\_

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