Professional Writing (Minor)

Middle Georgia State University's Department of English offers a Minor in Professional Writing for undergraduates enrolled in any discipline or program, including English. Given the competitive nature of the job market, one of the best ways for graduates to set themselves apart from other job candidates is to signal that they that they possess professional writing and communication skills, as well as interpretive and critical thinking skills. Completing a Minor in Professional Writing will help graduates toward that end. Students planning for careers in any field can strengthen their degrees by adding a Minor in Professional Writing to their credentials.

Required Courses:

ENGL 3160 - Introduction to Professional Writing Credit: 3 hours
ENGL 3170 - Practical Workplace Writing Credit: 3 hours
ENGL 3180 - Inquiry, Information, and Research Methods Credit: 3 hours
ENGL 4650 - Advanced Editing and Style Credit: 3 hours
ENGL 4660 - Advanced Professional Writing Credit: 3 hours

Total Semester Hours: 15
Middle Georgia State University’s Department of English proposed Minor in Professional Writing is designed for undergraduates enrolled in any discipline or program, including English. English majors can “embed” the 15 credit hour Minor in Professional Writing with the “Electives” section of the B.A. in English program, thus earning concurrently a B.A. in English with a Minor in Professional Writing. Majors in other disciplines can add the Minor in Professional Writing to their baccalaureate degrees. According to a September 2016 article in the Education Advisory Board Briefing, a survey from the National Association of Colleges and Employers indicates that while the majority of employers look to hire candidates who majored in Information Technology and Business, when it comes to the most "important résumé traits, the survey found that employers seek skills that are consistent with a liberal arts education. Four of the top five traits were teamwork, clear writing, problem-solving aptitude, and strong oral communications. Technical skills were ranked as the 10th most important trait." Given the competitive nature of the job market, one of the best ways for graduates to set themselves apart from other job candidates is to signal that they have these essential skills as outlined above. The Minor in Professional writing can strengthen students’ credentials in professional writing and communication skills, as well skills in interpretative and critical thinking.

Does this new track, minor, or certificate require new courses be added to the catalog?  ☑ Yes  ☐ No
(Attach course proposals)

Will the new track, minor, or certificate require new faculty lines or other institutional resources?  ☐ Yes  ☑ No

If yes, explain:

For new minors:

Does the new minor adhere to BoR guidelines (http://www.usg.edu/academic_affairs_handbook/section2/C731/)?

☑ Yes  ☐ No  (Attach BoR minor notification form)

For new certificates:

Does the new certificate adhere to BoR guidelines (http://www.usg.edu/academic_programs/changes/certificates_guidelines)?

☐ Yes  ☑ No  (Attach BoR certificate notification form)