



2007 – 08 PETITION/PROGRAM SHEET
Degree: Bachelor of Arts
Major: English
Concentration: Technical and Professional Writing
www.mesastate.edu/schools/shss/llc/english

About This Major . . .

The English Department at Mesa State College offers programs leading to a Bachelor of Arts in Literature, Creative Writing, Secondary Education and Technical Writing. The skills a student develops as an English major, such as writing, editing, problem solving, critical thinking and analysis, are highly prized by employers in nearly every profession. The department is proud of what it offers – cultural experiences, unique and interesting courses and instruction, committed faculty and support staff and a desire to provide the best liberal arts education possible.

This concentration will provide theoretical background, direct practice, and work experience for students pursuing employment as technical and professional writers, both on a freelance and contracted basis. The required internship is an especially valuable component of the concentration. In addition to English majors interested in this concentration, students in other four-year fields and those completing two-year programs, such as in nursing or technology, find that this coursework complements their major.

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your “Intent to Graduate” form to the Registrar’s Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you will be required to take a Major Field Achievement Test (exit exam).

NAME: _____ **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ 20_____
Date

Signature of Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 120 semester hours total (A minimum of 28 taken at MSC)
- 40 upper division credits (A minimum of 15 taken within the major at MSC)
- 2.00 cumulative GPA or higher in all MSC coursework
- 2.00 cumulative GPA or higher in coursework toward the major content area
- All English majors must maintain at least a 3.0 average in their upper division ENGL courses.
- When filling out the program sheet a course can be used only once.
- Excess KINA courses beyond the two required and pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 Semester Hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trns
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English (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____

(ENGL 129, Honors English, may be substituted for ENGL 111 & ENGL 112.)

Math: MATH 110 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 1	_____	_____	_____	_____
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Humanities (3 semester hours)

_____	_____	_____	_____	_____
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Social and Behavioral Sciences (7 semester hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Natural Sciences (7 semester hours, one course must include a lab)

_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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Fine Arts (3 semester hours)

_____	_____	_____	_____	_____
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History (3 semester hours)

HIST	_____	3	_____	_____
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Course No	Title	Sem.hrs	Grade	Term/Trns
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OTHER LOWER DIVISION REQUIREMENTS

Kinesiology (3 semester hours)

KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____
KINA 1	_____	1	_____	_____

Applied Studies (3 semester hours)

_____	_____	_____	_____	_____
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DEGREE DISTINCTION REQUIREMENTS (6 semester hours)

Two **consecutive** classes in the **same** foreign language. Must receive a grade of "C" or better. FLAS 114 & 115 will **NOT** fulfill this requirement.

FLA	_____	3	_____	_____
FLA	_____	3	_____	_____

ENGLISH – TECHNICAL WRITING REQUIREMENTS

(48 semester hours) Must pass all courses with a grade of "C" or higher. All English majors must maintain at least a 3.0 average in their **upper division ENGL** courses.

English Core (18 semester hours)

ENGL 254	Survey of English Literature I	3	_____	_____
ENGL 255	Survey of English Literature II	3	_____	_____
ENGL 261	Survey of American Literature I	3	_____	_____
ENGL 262	Survey of American Literature II	3	_____	_____
ENGL 421	History of Literary Criticism	3	_____	_____
*ENGL 492	Seminar in Writing	3	_____	_____

*ENGL 492 Seminar in Writing may be taken after 90 semester hours have been accumulated. A student may take seminar in the junior year, but must take it again in the senior year. The junior-year class will count as an elective.

Concentration in Technical and Professional Writing (30 Semester Hours)

ENGL 219	Intro to Professional Writing	3	_____	_____
ENGL 320	Report & Proposal Writing	3	_____	_____
ENGL 285	Technical & Professional Writing	3	_____	_____
ENGL 386	Roots of Modern Rhetoric	3	_____	_____
ENGL 394	Topics in Technical and Professional Writing	3	_____	_____
ENGL 440	History of the English Language	3	_____	_____
ENGL 451	Structure of the English Language	3	_____	_____
ENGL 425	Scientific Writing	3	_____	_____
ENGL 427	Writing for Industry	3	_____	_____
ENGL 497	Internship in Business, Technical & Professional Writing	3	_____	_____

Electives (All college level courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours. Excludes KINA activity courses.) (30 semester hours; 4-7 semester hours of upper division may be needed.)

Course No	Title	Sem.hrs	Grade	Term/Trns
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trms					

**SUGGESTED COURSE SEQUENCING FOR A MAJOR IN
ENGLISH – TECHNICAL AND PROFESSIONAL WRITING**

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student’s responsibility to meet with their advisor and check the 2 year course matrix on the Mesa State website for course availability.

FRESHMAN YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	ENGL 112	English Composition	3
MATH XXX	(110 or higher)	3	ENGL 219	Introduction to Professional Writing	3
FLA_	Degree Distinction	3	FLA_	Degree Distinction	3
General Education	Social/Behavioral Science	3	General Education	Fine Arts	3
General Education	Humanities	3	General Education	Natural Science with Lab	4
KINE 100	Health and Wellness	1			16
		16			

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 261	American Literature	3	ENGL 262	American Literature	3
ENGL 254	English Literature	3	ENGL 255	English Literature	3
General Education –	Social/Behavioral Science	3	ENGL 386	Roots of Modern Rhetoric	3
General Education	Humanities	3	General Education	Natural Science	3
General Education	Applied Studies	3	Elective or Minor		2
KINA	Activity	1	KINA	Activity	1
		16			15

JUNIOR YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 320	Report and Proposal Writing	3	ENGL 385	Technical Writing	3
ENGL 451	Structure of the English Language	3	ENGL 440	History of the English Language	3
ENGL 427	Writing for Industry	3	Elective or Minor	(upper division)	3
Elective or Minor		3	Elective or Minor		3
Elective or Minor		3	Elective or Minor		3
		15			15

SENIOR YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 394	Topics in Tech. and Prof. Writing	3	ENGL 492	Seminar in Writing	3
ENGL 421	History of Literacy Criticism	3	ENGL 497	Internship	3
Elective or Minor	(upper division)	3	ENGL 425	Scientific Writing	3
Elective or Minor		3	Elective or Minor	(upper division)	3
Elective or Minor		3			12
		15			