



2005 – 06 PETITION/PROGRAM SHEET
Degree: Bachelor of Arts
Major: English
Concentration: Technical and Professional Writing
www.mesastate.edu/schools/shss/lc/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 your MSC Catalog for a complete list of graduation requirements.
2. You must go to the Registrar’s Office and fill out the “Intent to Graduate” form **at the beginning of the semester prior to graduating.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to graduating, no later than September 15 for Spring graduates, February 15 for Fall graduates.**
4. Your advisor will sign and forward the Program Sheet, Intent to Graduate Form, 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

- Must earn 120 semester hours and meet the academic residency requirements to earn a baccalaureate degree at Mesa State College.
- Must earn a minimum of 40 semester hours in upper division courses (i.e., 300-level and 400-level courses).
- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and for all courses in the major.
- All English majors must maintain at least a 3.0 average in their upper division ENGL courses.
- When filling out this program sheet a course can only be used once, i.e., no double counting is allowed between categories.
- Excess HPWE courses beyond the two required and pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- All degree requirements must be completed as described. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head.
- It is recommended that students work closely with a faculty advisor when selecting courses and scheduling classes prior to registration.
- Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement.

General Education Requirements (Minimum of 33 semester hours) See the M.S.C. catalog for the list of courses that meet the general education categories.

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

English: ENGL 111 and 112 (6 semester hours, must receive a grade of "C" or higher, must be completed by the time the student has 60 semester hours.)

*ENGL	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------

*ENGL	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------

*ENGL 129, Honors English, may be substituted for ENGL 111 and ENGL 112. Must earn a grade of "C" or better. May need to take additional electives.

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	_____	_____	_____	_____	_____	_____
------	-------	-------	-------	-------	-------	-------

Humanities: (6 semester hours)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

Social and Behavioral Sciences: (6 Semester Hours)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Fine Arts: (3 semester hours)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Natural Sciences: (6 semester hours)
(At least one course must include a lab)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Applied Studies: (3 semester hours)

_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------

Other Requirements (9 semester hours)

Human Performance and Wellness: (3 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

HPWA	100	1	_____	_____	_____	_____
------	-----	---	-------	-------	-------	-------

HPWE	_____	1	_____	_____	_____	_____
------	-------	---	-------	-------	-------	-------

HPWE	_____	1	_____	_____	_____	_____
------	-------	---	-------	-------	-------	-------

See the M.S.C. catalog for the list of approved HPWE Activity courses.

Bachelor of Arts Degree Distinction: (6 semester hours)

(Two consecutive classes in the same foreign language.)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

FLA	_____	3	_____	_____	_____	_____
-----	-------	---	-------	-------	-------	-------

FLA	_____	3	_____	_____	_____	_____
-----	-------	---	-------	-------	-------	-------

(FLAS 114 & 115 will NOT fulfill this requirement.) (Must receive a grade of "C" or above.)

English – Technical Writing Major Requirements (48 semester hours)

All English majors must maintain at least a 3.0 average in their upper division ENGL courses.

English Core (18 semester hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

ENGL	254	3	_____	_____	_____	_____
------	-----	---	-------	-------	-------	-------

ENGL	255	3	_____	_____	_____	_____
------	-----	---	-------	-------	-------	-------

ENGL	261	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.

Course	No.	Credit	Grade	Term	Year	Trns/Subs
--------	-----	--------	-------	------	------	-----------

ENGL	262	3	_____	_____	_____	_____
------	-----	---	-------	-------	-------	-------

ENGL	421	3	_____	_____	_____	_____
------	-----	---	-------	-------	-------	-------

*ENGL	492	3	_____	_____	_____	_____
-------	-----	---	-------	-------	-------	-------

Continued on page 3

Concentration in Technical and Professional Writing (30 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
ENGL	<u>219</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>440</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>320</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>451</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>385</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>425</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>386</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>427</u>	<u>3</u>	_____	_____	_____	_____
ENGL	<u>394</u>	<u>3</u>	_____	_____	_____	_____	ENGL	<u>497</u>	<u>3</u>	_____	_____	_____	_____

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

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

GRADUATION INFORMATION

See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (Minimum of 33 Semester Hours) See current Mesa State College catalog for list of courses that fulfill the requirements below. If one (or more) of the selections below is required in your major, you must use it to fulfill the major requirement and **make a different selection to meet the general education requirement. The courses may not be used to fulfill both requirements.**

English – 6 Semester Hours (Must be **completed** before student has 60 semester hours. Must receive grade of “C” or above.)

ENGL 111 and ENGL 112 **or** ENGL 129 (*by permission*)

Mathematics – 3 Semester Hours chosen from:

MATH 110 **or higher**

(Must be **completed** before student has 60 semester hours. Must receive grade of “C” or above.)

Humanities – 6 semester hours

Social and Behavioral Sciences – 6 semester hours

Fine Arts – 3 semester hours

Natural Sciences – 6 semester hours (At least one course must include a lab.)

Applied Studies – 3 semester hours

OTHER REQUIREMENTS (9 Semester Hours)

Human Performance and Wellness – 3 Semester Hours

Each student must take HPWA 100 together with two HPWE Activity courses. See current catalog for listing.

Degree Distinction – 6 Semester Hours

*(Two **consecutive** classes in the same foreign language.) Select from one of the following sequences:

FLAF 111 *followed by* FLAF 112 **or** FLAG 111 *followed by* FLAG 112

Or FLAS 111 *followed by* FLAS 112 **or** FLAS 117 *followed by* FLAS 118

*(FLAS 114 & 115 will **NOT** fulfill this requirement. Two **consecutive** classes in the **same** foreign language. **Must** receive a grade of “C” or above in **both** classes.)

English – Technical and Professional Writing (48 Semester Hours)

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
ENGL 255 Survey of English Literature II
ENGL 261 Survey of American Literature I
ENGL 262 Survey of American Literature II
ENGL 421 History of Literature Criticism
ENGL 492 Seminar in Writing

Technical and Professional Writing Concentration (30 Semester Hours)

ENGL 219 Introduction to Professional Writing
ENGL 320 Report and Proposal Writing
ENGL 385 Technical and Professional Writing
ENGL 386 Roots of Modern Rhetoric
ENGL 394 Topics in Technical and Professional Writing
ENGL 440 History of the English Language
ENGL 425 Scientific Writing
ENGL 427 Writing for Industry
ENGL 451 Structure of the English Language
ENGL 497 Internship in Business, Technical and Professional Writing

General Electives: 30 Semester Hours; 4-7 semester hours of upper division credit may be needed.

Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement. All degree requirements must be completed as described above. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head.

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

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	<u>4</u>
HPWA 100 Health and Wellness	<u>1</u>		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
HPWE	<u>1</u>	HPWE	<u>1</u>
	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	<u>3</u>	Elective or Minor	<u>3</u>
	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)	<u>3</u>
Elective or Minor	<u>3</u>		12
	15		