

## UNDERGRADUATE CERTIFICATE

**Intended Audience:** \_\_Main Campus Students \_\_Distance (online) Students \_x\_Both

**Note:** We are not proposing a new undergraduate certificate; we are updating an existing one.

### **PURPOSE:**

S&T's undergraduate **Certificate in Technical Writing** has been in place for several years now. With this form, we are updating requirements to reflect the recent changes in course numbers.

Missouri S&T's technical writing certificate is a logical complement to a degree in engineering or one of the sciences. The certificate courses will prepare a student to write and design usable documents that communicate scientific and technical information effectively. Completing the certificate is an effective way to add value to a degree.

### **ADMISSION:**

To be admitted to S&T's undergraduate certificate program in technical writing, a student must meet Missouri S&T regular undergraduate admission requirements.

### **CONTRIBUTING FACULTY:**

Dr. Ed Malone, Associate Professor of English and Technical Communication, Missouri S&T

Dr. Kathryn Northcut, Associate Professor of English and Technical Communication, Missouri S&T

Dr. David Wright, Associate Professor of English and Technical Communication, Missouri S&T

### **CURRICULUM:**

To receive S&T's undergraduate certificate in technical writing, a student:

- must have completed at least 60 undergraduate college-level transferable credit hours, 42 of which must meet Missouri S&T's general education credit policy (see [https://ugs.mst.edu/media/administrative/ugs/documents/Missouri\\_ST\\_42GenEdCredit\\_Policy5.pdf](https://ugs.mst.edu/media/administrative/ugs/documents/Missouri_ST_42GenEdCredit_Policy5.pdf)).
- must have completed the following courses totaling 12 credit hours:  
ENGL 1600 Introduction to Technical Communication or TCH COM 1600 Introduction to Technical Communication  
ENGL 3560 Technical Writing  
ENGL 2600 Technical Marketing Communication or TCH COM 2560 Technical Marketing Communication  
one 4000- or 5000-level course with the TCH COM designation
- must have achieved at least a 2.5 average in the course work taken for the certificate
- must request a certificate from the Registrar's Office within two calendar years of completing

the required certificate course work.

**OTHER STIPULATIONS:**

- A student pursuing the technical communication minor may count the same courses for the minor and the technical writing certificate.
- A student who already has a bachelor's degree from UMR/Missouri S&T may count relevant courses from that degree (e.g., TCH COM 1600) toward the technical writing certificate.
- The 12 credit hours of English/technical communication course work that is required for the certificate may not be counted toward the 60 credit hours of undergraduate college-level transferable course work.

**COURSE DESCRIPTIONS:**

*Please include the delivery method (online/campus/both) for each course.*

TCH COM 1600 Introduction to Technical Communication (LEC 3.0)  
Introduction to the role of the professional technical communicator in business and industry and practice in methods of developing technical documents. Prerequisite: English 1120. (Co-listed with English 1600)  
Delivery method: both

TCH COM 2560 Technical Marketing Communication (LEC 3.0)  
An introduction to technical marketing communication with an emphasis on relevant genres such as (but not limited to) the data sheet, white paper, and technical demonstration. Prerequisites: ENGLISH 1600 or TCH COM 1600. (Co-listed with ENGLISH 2560)  
Delivery method: both

ENGL 3560 Technical Writing (LEC 3.0)  
The theory and practice of writing technical papers and reports in the professions. Prerequisites: English 1120 and second-semester junior standing.  
Delivery method: both

One 4000- or 5000-level course with the TCH COM designation  
Delivery Method: both