



FORM A
College of Arts and Sciences

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Revisions to Technical Writing certificate

Initiating Unit or Individual: Department of Languages and Literature
Contact Person's Name: Sandy Balkema e-mail: balkemas@ferris.edu phone: ext 5631
Date or Term of Proposal Implementation: 201008 (Fall 2010)

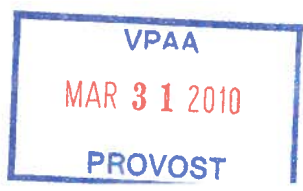
- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty	<i>Sandy Balkema</i>	1-18-10	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty	<i>Sandy Balkema</i>	1-18-10	<input checked="" type="checkbox"/> Support 14-1 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head	<i>Mark</i>	1-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee	<i>Lu B</i>	2/19/10	<input checked="" type="checkbox"/> Support 5 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support 0
Dean	<i>Matthew G. Ferri</i>	2-18-10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee	<i>Ben</i>	3/22/10	<input checked="" type="checkbox"/> Support 7-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate	<i>Richard Juffer</i>	3/22/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>Donald</i>	4/6/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

 President (Date Approved) Board of Trustees (Date Approved) President's Council (Date Approved)



1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

This proposal recommends one minor change to the list of optional courses for the Technical Writing certificate

- Currently the Technical Writing certificate has this configuration:
 - Required courses:
 - English 380, History of Rhetoric and Style
 - English 411, Professional Technical Communication
 - English 499, Technical Communication Seminar
 - Choose one:
 - Journalism 230, Publication Editing
 - English 301, Introduction to Linguistics

- The revised certificate adds one course to the list of options:
 - English 323, Proposal Writing

- **Rationale for Change in Optional Courses:**
 - Adding ENGL 323 to additional optional courses: The certificate serves the needs of students who wish to increase their professional writing skills and their success in the job market. Thus, we recommend adding Proposal Writing to the list of optional courses, as this course provides experience and skills used in nearly all professional settings.

2. Summary of All Course Action Required*

- a. **Newly Created Courses to FSU:**

Prefix	Number	Title

- b. **Courses to be Deleted From FSU Catalog:**

Prefix	Number	Title

- c. **Existing Course(s) to be Modified:**

Prefix	Number	Title

- d. **Addition of existing FSU courses to program**

Prefix	Number	Title
English	323	Proposal Writing

- e. **Removal of existing FSU courses from program**

Prefix	Number	Title

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom

4. Will External Accreditation be Sought? (For new programs or certificates only)

_____ **Yes** _____ **No**

If yes, name the organization involved with accreditation for this program.

5. Program Check sheets affected by this proposal.

- **Technical Writing Certificate**

Nathan C Garrelts/FSU

01/18/2010 04:54 PM

ToL and L ALL

cc

Subject1-19-2010 Department Meeting Agenda

Colleagues,

Sorry for the late meeting agenda, I have been a bit busy these last two weeks. Our department meeting tomorrow is dedicated to good news, assessment, and other opportunities. I have pasted the agenda below and am also attaching it as a document.

On another note, all of the curriculum proposals from last semester passed. However in some instances there was a single dissenting vote. It is my understanding that anyone with a dissenting vote has the right to attach a comment to the curriculum proposal. If you would like to attach commentary to the curriculum proposal, please provide me with that ASAP.

Lastly, these next few weeks will be filled with post-tenure review and classroom observations. If you see me dashing by or notice my office door closed, please know that I am probably engaged in one of these activities. I will return to my usual social self in the near future.

Best Regards,
Nate

----- Forwarded by Nathan C Garrelts/FSU on 02/12/2010 10:18 AM -----
Nathan C Garrelts/FSU

01/18/2010 04:54 PM

To L and L ALL

cc

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Best Regards,
Nate

Voting was
anonymous and no
one spoke up.

COLLEGE OF ARTS AND SCIENCES – CERTIFICATE CLEARANCE FORM

TECHNICAL WRITING CERTIFICATE

NAME _____ STUDENT NUMBER _____

STUDENT'S COLLEGE: _____

A certificate is a concentration of coursework in a designated area. The certificate in technical writing provides students the opportunity to highlight the concentration of writing courses on a résumé thus making their writing abilities obvious to prospective employers. A concentration in technical writing is an asset to almost any major since employers in all fields are looking for people who can write competently and express themselves in a professional manner.

For more information contact: Erin Weber
 OFFICE: PRK 120E PHONE: (231) 591-3740 E-MAIL: webere@ferris.edu

SECTION A	General Requirements:				
	1) This certificate requires a minimum of <u>12</u> credits				
	2) This certificate requires a minimum GPA of <u>2.0</u> in these courses.				
	Required Courses		Credit Hours	Grade	Semester Completed
	ENGL 380		3		
	ENGL 411		3		
	ENGL 499		3		
	Choose one: JRNL 230 or ENGL 301		3		
	Signatures			Date	
	Student				
Advisor					
Department					

SECTION B	Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE CERTIFICATE) Date		
	Department		
	CAS Dean		
	Registrar		

DECLARATION SENT TO RECORDS _____ COMPLETION SENT TO RECORDS _____

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	Required Courses (Prerequisites in parenthesis)	Credit Hours	Grade	Semester Completed
	ENGL 380 (ENGL311 or ENGL321 with D- or better.)	3		
	ENGL 411 (ENGL311, 321, 323, 325 with C or better.)	3		
	ENGL 499 (ENGL311, 321, 323, 325 with C or better.)	3		
	Choose one: ENGL 222, JRNL 228, JRNL 230 (ENGL150) ENGL301 (ENGL250 or 211 with D- or better.)	3		
	Signatures			Date
	Student			
Advisor				
Department				

SECTION B	Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE CERTIFICATE) Date	
	Department	
	CAS Dean	
	Registrar	

DECLARATION SENT TO RECORDS _____ COMPLETION SENT TO RECORDS _____