UNDERGRADUATE CERTIFICATE IN TECHNICAL & PROFESSIONAL WRITING

CAREERS
This undergraduate certificate will enhance the writing skills of students in any major who plan to become professionals in their field, e.g., administrators, engineers, managers, scientists, teachers. It will also prepare students who want to become in-house writers or editors in business, industry, education, government agencies, and non-profit organizations as well as those who want to become freelance technical writers and editors.

THE COURSES
Students select 18 credits from the following courses:
- ENG 301WI Nonfiction Writing (3 credits, 12-week course)
- ENG 303WI Technical Writing (3 credits, 12-week course)
- ENG 397 Independent Study (3 credits, 8-week course)
- ENG 402WI Argumentation and Expository Writing (3 credits, 12-week course)
- ENG 503 Document Design (3 credits, 8-week course)
- ENG 504 Technical Editing (3 credits, 8-week course)
- ENG 514WI Language and Media Discourse (3 credits, 12-week course)
Thank you for your interest in the Technical & Professional Writing (TPW) certificate.

We are excited about offering the TPW certificate, because we believe a wide variety of students will benefit, regardless of their major and whether they are traditional or post-traditional college students. For example, in its 2004 report “Writing: A Ticket to Work or a Ticket Out: A Survey of Business Leaders,” the College Board noted that an ability to write well and edit effectively is strongly correlated with workplace advancement and career success in a variety of fields. More recently, the 2013 “Job Outlook” report from the National Association of Colleges and Employers stated that over 74.7% of employers surveyed look for evidence on an applicant’s résumé of written communication skills; in fact, among the 19 skills and experiences employers look for in résumés, written communication skills is ranked third, slightly behind leadership (80.6%) and problem-solving skills (75.3%).

The TPW certificate would be a good program for you if any of the following apply:

- You are just starting out and want to become a professional in your field who writes well and is able to work with others effectively in writing, revising, and editing documents for your organization.

- You are already a professional in your field but want to improve your writing and editing skills to achieve advancement or perhaps even to change careers.

- You are interested in becoming a professional technical writer and/or editor, working either as a freelancer or as an employee within a specific organization.

Our 18-credit program can be completed entirely online in three semesters and emphasizes types of writing and editing common in business, industry, government agencies, schools, and non-profit organizations. Courses in technical writing, document design, and technical editing will teach you strategies for making written and graphical information readable, suitable, accessible, and usable, while courses in nonfiction and expository writing will teach you more about strategies for informing clearly and arguing persuasively. The independent-study option offers any student a chance to focus intensely on a specific genre or topic (e.g., instruction writing or ethics in technical writing); for students who qualify, it can also be used for a TPW internship. As the program grows, we will likely add new courses for students to choose from.

My colleagues and I look forward to helping you develop your portfolio of marketable writing and editing skills. Please contact me at 989-774-2662 or kreth1ml@cmich.edu, if you have questions about the TPW certificate or just want to discuss how it can benefit you.

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