

Technical and Professional Writing

**Online B.A. Degree
Completion Program in English**

**Indiana University East
Department of English**

Technical and Professional Writing

Online B.A. Degree Completion Program in English

The courses required for this degree completion program in English are offered 100% online, providing you with maximum schedule flexibility as you complete your degree program in English. Students can complete the program in as little as two years. The program provides concentrated study in English through courses in professional writing, literature, and English language study.

The program of study begins with a range of introductory courses in writing and English language study before moving into the advanced study of writing and English language. Students also complete a junior level seminar and capstone course.

The skills you learn in the study of Technical and Professional Writing including language study, the ability to read and to write analytically, and self-expression will serve you in almost every aspect of your life. An English degree provides you with skills for a variety of positions in research organizations, educational settings, publishing companies, business, financial institutions, and in the cultural, communications and health care industries. A web search or conversation with your advisor can help you identify further possible suggestions for using this valuable degree for positions in a variety of different careers.

The program of study can also prepare students for graduate school in English, Education, or Law. A background in English can serve as preparation for graduate work in a range of fields such as law and secondary or university level teaching. The degree program can also be the basis for a career in professional writing. Students work closely with their faculty advisor to select appropriate courses and electives to meet individual education and career goals.

Direct Questions to Degree Advisors

Edwina Helton, edhelton@indiana.edu

Margaret Thomas Evans, margevan@indiana.edu

Course Requirements for Major (BA)

All course requirements for the major are offered 100% online. Below is an overview of the major requirements for the BA in English which includes courses in technical and professional writing, literature, and English language study. Note that students can select literature courses other than those listed in consultation with their advisor.

A. English Language: G205 Introduction to the English Language (3 cr.) and G207 Grammar and Usage (3 cr.).

B. Technical and Professional Writing:

- a. Choose one from: W231 Professional Writing Skills (3 cr.) or W270 Argumentative Writing (3 cr.)
- b. W234 Technical Report Writing (3 cr.)
- c. W321 Advanced Technical Writing (3 cr.)
- d. W395 Individual Study in Writing: Reading and Writing Theory (3 cr.)

C. Literature Courses: Students are required to take four courses:

- a. Backgrounds of British Literature to 1800—Group One:
G301 History of the English Language (3 cr.)
- b. Backgrounds of American Literature to 1865—Group Two:
L384 Studies in American Culture (3 cr.)
- c. Modern Literature since 1800—Group Three:
L357 20th Century American Poetry (3 cr.)
- d. Literature in World and Cultural Context—Group Four:
L379 American Ethnic and Minority Literature (3 cr.)

Note: Students may substitute another course in each category in consultation with an advisor.

D. Senior Seminar (3 cr.): L450 Senior Seminar

Time-Frame for Online Degree Completion

Courses are offered regularly on a regular rotation so that students may complete the online degree completion program in English in a two year time frame from the point you begin the program. Students may also elect to take up to two independent study format courses as arranged through the student's advisor. Below is an outline of when the degree program courses are offered.

Spring Even: G207, W231, W234, W350, L450

Fall Even: G205, W231, W321, L384, L357, L364

Spring Odd: G207, W231, W234, W350, W395, L450,

Fall Odd: G301, W231, W270, W321, L379

Summers: W231

Choosing Electives

The Online Degree Completion program in English includes 36 credit hours in English. For electives, students may take additional courses within the Online Degree Completion program offerings or electives from other areas of interest. For example, a student may elect to take online courses in Communication or Business. Students may also elect to take additional offerings in a classroom setting in literature, humanities, social sciences, or sciences. Those seeking to pursue a career in technical and professional writing are especially encouraged to pursue electives in the discipline in which you wish to write.

The First 60 Credit Hours

Below is an outline of courses that are both required and recommended for the B.A. in English online degree completion program.

A. Introductory Course in English: L202 Literary Interpretation or equivalent

B. General Education: Two first year writing courses (i.e. W131, Elementary Composition I and W132, Elementary Composition II or W231, Professional Writing Skills), Speech (S121, Public Speaking), Math (100 level or above), Computer literacy Course (i.e. CSCI A110)

C. Distribution Requirements: 12 hours in Humanities and Fine Arts, 12 hours in Behavioral and Social Sciences, and 12 hours in Natural Science and Math (including one lab course)

D. Foreign language required through the sophomore level (4 semesters). Some students who have had foreign language training on the high school level or have native fluency may be exempted from one or more courses through competency testing or successful completion of the second semester of the foreign language course sequence. Students may meet the foreign language requirement in the following ways: 1) four courses in sequence in one foreign language 2) three courses in foreign language (at least two in sequence in one foreign language) and one foreign language culture course taught in English 3) two courses in sequence in one foreign language and two courses in sequence in a second foreign language 4) two course in sequence in one foreign language and two foreign language culture courses taught in English. Students who have been exempted from foreign language courses may choose elective courses to meet the credit requirement for their degree.

Transferring Courses from another Institution or Major

If you plan to transfer into the B.A. in English Online Degree Completion Program from another major or another institution, be advised of the degree general education and distributed education requirements outlined above to help you select courses that can transfer into your B.A. program. Work closely with your advisor to see how your completed coursework best fits into the degree program requirements. In some cases, a student may need to complete a non-online course in order to meet B.A. degree requirements.

Regularly offered 100% Online Electives

CMCL-C205 Introduction to Communication and Culture (3 cr.) Offered in fall and most summers.

CMCL-C 223 Business & Professional Comm. (3 cr.) Offered spring.

CMCL-C304 Communication and Social Conflict (3 cr.) Offered fall.

CMCL-C 405 Communication Theory (3 cr.) Offered spring, odd years.

CMCL-C 427 Cross Cultural Communication(3 cr.) Offered spring.

ENG-W400 Issues in Teaching Writing (3 cr.) Offered in all summers.

ENG-L369 History of Child and YA Literature (3 cr.) Offered in spring, even years.

ENG-L392 Multicultural Child and YA Literature (3 cr.) Offered in spring, odd years.

ENG-L390 Children's Literature (3 cr.) Offered most summers.

SPCH S303 Propaganda & Persuasion (3 cr.) Offered spring.

Course Schedule Plans

The English online degree completion program courses are offered regularly so that students may complete the degree in two years regardless of when they begin the program. Below are two sample course schedule plans for degree completion in a two year period for students who begin the program in the fall.

Course schedule plans for students beginning the program in the spring are available from the degree coordinator, Edwina Helton (edhelton@indiana.edu). Students may elect to complete the degree program in more than four semesters.

Suggested Schedule for Completion with Summer Classes:

Students who do not meet the four course (14 credit hours) foreign language requirement can take the following two courses through the IU School of Continuing Studies (<http://scs.indiana.edu/>) Students can take up to a year to complete each course:

Enroll Fall 2008: Spanish S100 Elementary Spanish I (4 cr.)

Enroll Fall 2009: Spanish S150 Elementary Spanish II (4 cr.)

For Fall Even Start:

Fall Even (12 cr.)

G205 Introduction to the English Language (3 cr.)

L202 Literary Interpretation

L384 Studies in 19th Century American Literature (3 cr.)

L357 20th Century American Poetry (3 cr.)

Spring Odd (12 cr.)

W234 Technical Report Writing (3 cr.)

W270 Argumentative Writing (3 cr.)

CMCL-C 223 Business & Professional Comm. (3 cr.) or SPAN-S 284 Women in Hispanic Culture (3 cr.)

SPCH-S303 Propaganda and Persuasion (3 cr.)

Summer Odd (6 cr.)

Literature electives from among L332, L364, L390 or other 300 level online summer lit courses.

CMCL-C 334 Love and Romance in the Mass Media

Fall Odd (12 cr.)

G301 History of the English Language (3 cr.)

W395 Individual Writing: Reading and Rhetoric (3 cr.)

W321 Advanced Technical Writing (3 cr.)

L379 American Ethnic & Minority Literature (3 cr.)

Spring Even (12 cr.)

G207 Grammar and Usage (3 cr.)

L369 History of Children's Literature (3 cr.)

CMCL-C427 Cross Cultural Communication(3 cr.)

L450 Senior Seminar (3 cr.)

Summer Even (6 Cr.)

Literature electives from among L332, L364, L390 or other 300 level online summer lit courses.

SPAN-S 290 Topics in Hispanic Culture (3 cr. hrs.) or JOUR-J 110 Foundations of Journ. & Mass Comm.

For Fall Odd Start:

Fall Odd (12 cr.)

G301 History of the English Language (3 cr.)

L202 Literary Interpretation

W321 Advanced Technical Writing (3 cr.)

L379 American Ethnic & Minority Literature (3 cr.)

Spring Even (12 cr.)

W234 Technical Report Writing (3 cr.)

W270 Argumentative Writing (3 cr.)

CMCL-C 223 Business & Professional Comm. (3 cr.) or SPAN-S 284 Women in Hispanic Culture (3 cr.)

L369 History of Children's Literature (3 cr.)

Summer Even (6 Cr.)

Literature electives from among L332, L364, L390 or other 300 level online summer lit courses.

SPAN-S 290 Topics in Hispanic Culture (3 cr. hrs.) or JOUR-J 110 Foundations of Journ. & Mass Comm.

Fall Even (12 cr.)

G205 Introduction to the English Language (3 cr.)

W395 Individual Writing: Reading and Rhetoric (3 cr.)

L384 Studies in 19th Century American Literature (3 cr.)
L357 20th Century American Poetry (3 cr.)

Spring Odd (12 cr.)

G207 Grammar and Usage (3 cr.)

SPCH-S303 Propaganda and Persuasion (3 cr.)

CMCL-C427 Cross Cultural Communication(3 cr.)

L450 Senior Seminar (3 cr.)

Summer Odd (6 cr.)

Literature electives from among L332, L364, L390 or other 300 level online
summer lit courses.

CMCL-C 334 Love and Romance in the Mass Media

Required English Course Descriptions

G205 Introduction to the English Language (3 cr.). Taught by Edwina Helton. An introduction to the English language and to the principles and methods of linguistics, this course is designed to be the first course in English linguistics. The course examines phonology, morphology, syntax, and semantics of English and discusses a range of applications of these basic concepts in areas such as first and second language acquisition and language education.

G207 Grammar and Usage (3 cr.). Taught by Edwina Helton. Provides you with a foundation in traditional grammar and usage.

G301 History of the English Language (3 cr.). Taught by Edwina Helton. The historical and structural analysis of the English language is surveyed through the stages of its development.

W231 Professional Writing Skills (3 cr.). Taught by Margaret Thomas Evans. Focuses on expository letters, memos for the student whose career requires preparation of reports, proposals, and analytical papers. Emphasis on clear and direct objective writing and on investigation of an original topic written in report form, including a primary research project.

W234 Technical Report Writing (3 cr.). Taught by Margaret Thomas Evans. Instruction in preparing technical reports, and technical instructions and descriptions with an introduction to the use of graphics.

W270 Argumentative Writing (3 cr.). Taught by Edwina Helton. Offers instruction and practice in writing argumentative essays about complicated and controversial issues. The course focuses on strategies identifying issues, assessing claims, locating evidence, deciding on a position, and writing papers with clear assertions and convincing arguments.

W321 Advanced Technical Writing (3 cr.). Taught by Margaret Thomas Evans. Instruction in preparing technical reports, with an emphasis on the use of graphics. Pre-requisite: W231.

W395 Individual Study in Writing: Reading and Writing Theory (3 cr.). Taught by Edwina Helton. Theory and practice of reading and writing theory.

L357 20th Century American Poetry (3 cr.). Taught by Mary Fell. Survey of major authors of 20th Century American Poetry.

L379 Ethnic and Minority Literature (3 cr.). Taught by Laverne Nishihara. A survey of traditional and modern literature by ethnic and minority authors.

L384 Studies in American Culture (3 cr.). Taught by TJ Rivard.

Study of a coherent period of American culture (such as the Revolution, the Progressive Era, the Great Depression), with attention to the relations between literature, the other arts, and the intellectual milieu.

L450 Senior Seminar (3 cr.). Taught by a member of the English faculty. Intensive study of a major author or school of closely related authors.

Degree Program Faculty:

Mary Ange Cooksey, Senior Lecturer of Humanities

M.A. English and M.A. Philosophy, Ball State University (1982).

Specializations: Introduction to Philosophy, Ethics, Logic, Business and Computer Ethics, World Religions, Religion in America, Religion and Culture, Composition and Rhetoric, Shakespeare Studies

Office: WZ278 **Phone:** (765) 973-8438 **E-mail:** mcooksey@indiana.edu

Mary Fell, Professor

M.F.A., University of Massachusetts (1981).

Specializations: Creative Writing, Poetry Writing, American Poetry, Minority Literatures, African-American Literature, World Literature, and Writing.

Office: WZ257 **Phone:** (765) 973-8229 **E-mail:** mfell@indiana.edu

Edwina Helton, Professor and Writing Program Director

Ph.D., Miami University (1995).

Specializations: Teaching Reading and Writing, Rhetoric and Composition, English Language Studies and Grammar, History of and Multicultural Children's Literature, and Advanced Composition.

Office: WZ269 **Phone:** (765) 973-8460 **E-Mail:** edhelton@indiana.edu

Laverne Nishihara, Associate Professor

Ph.D., University of Virginia (1989).

Specializations: Commonwealth and Postcolonial Literature, Minority Literatures, Twentieth-Century British Literature, Literature of Aging, Women's Literature, World Literature, Autobiographical Writing, and Writing.

Office: WZ274 **Phone:** (765) 973-8414 **E-mail:** lnishiha@indiana.edu

Frances Peacock, Senior Lecturer of Writing

M.A. in English, Ball State University (1997).

Teaching Areas: Fundamentals of English, Principles of Composition, Elementary Composition 1 and 2, and Professional Writing.

Office: RW225 **Phone:** (765) 973-8523 **E-Mail:** fpeacock@indiana.edu

T. J. Rivard, Professor and Dean of Humanities and Social Sciences

M.F.A., Indiana University—Bloomington (1989).

Specializations: Creative Writing, Fiction Writing, Literary Criticism, Twentieth-Century American Literature, Film Studies, and Writing.

Office: WZ254 **Phone:** (765) 973-8243 **E-Mail:** trivard@indiana.edu

Beth Slattery, Senior Lecturer of Writing

M.A., Miami University (1994).

Teaching Areas: First-Year Composition, Creative Writing, and Professional Writing.

Office: RW231 **Phone:** (765) 973-8549 **E-Mail:** eslatter@indiana.edu

Margaret Thomas Evans, Senior Lecturer of Writing

M.A., Wright State University (1989).

Teaching Areas: First-Year Composition, Professional Writing and Technical Writing.

Office: RW229 **Phone:** (765) 973-8614 **E-Mail:** margevan@indiana.edu