Benefits to your career

An IU South Bend Professional Writing Certificate will help you become a more confident writer and prepare you for a professional career. The certificate offers opportunities to:

- Create professional documents used in the workplace
- Develop your document design skills
- Enhance your document writing skills
- Strengthen your editing skills
- Produce a professional résumé, cover letter and other application materials that target specific career choices and will help you stand out in the job market.
- Identify language strategy for compelling written arguments
- Promote collaborative thinking to enhance professional interactions

https://www.iusb.edu/english/minors_certificates.php

Contact: Professional Writing Committee Chair
Email: jcollins@iusb.edu or (574) 361-9914
Registering is easy. Just stop by the office of Paul Foltz in DW 3300 B and fill out an application. He can be reached by email (pdfoltz@iusb.edu) or phone (574-520-4537).

Or contact Professional Writing Committee Chair, Jackie Collins at jcollins@iusb.edu

Requirements

Students need to register for the program before earning credits for the second and third tier.

A grade of C or above is required in W131 or the equivalent before a student can gain entry into the program.

Students must maintain an overall GPA of 3.0 or higher in certificate courses to attain the Professional Writing Certificate.

Writing Certificate Courses

The student should complete 12 credit hours from the following courses

First tier — Mandatory courses: Students should choose at least three courses and may choose up to five courses from this tier.

Eng — W231 Professional Writing Skills (designed for liberal arts students to develop research and writing skills requisite for most professional activities)

Eng — W232 Introduction to Business Writing (designed for students pursuing business careers and provides practice in clarity, correctness, organization, and audience adaptation)

Eng — W250 Writing in Context (various topics ranging from women in film to principles of literary editing and publishing)

Eng — W315 Writing for the Web (introduces students to new forms of writing made possible by computers and explores the impact of these new forms on literacy)

Eng — W367 Writing for Multiple Media (Introduces principles and practices of multi-media design)

Second tier — Optional courses: Students may choose no more than two courses from this tier.

Jour — J341 Newspaper Reporting (learn techniques for gathering, analyzing and writing news)

Jour — J351 Newspaper Editing (Workshop in the fundamentals of editing newspapers as individuals and in teams)

Tel — T211 Writing for the Electronic Media (emphasizes style, form, and preparation of written materials for electronic media)

Eng — W270 Argumentative Writing (offers instruction and practice in writing argumentative essays about complicated and controversial issues)

Third tier — Optional courses: Students may choose no more than one course from this tier.

Eng — W 260 Film Criticism (surveys the major schools of film criticism and applies theories to contemporary film)

Eng — W350 Advanced Expository Writing (draws on rhetorical theory to develop critical thinking and analytical writing)

Eng — W301 Writing Fiction (exploration of the art of fiction writing)

Jour — J410 Media as Social Institutions (examination of the functions and impact of mass media in society; prerequisite is Jour-C200)

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