Program Change Request

Date Submitted: 10/21/25 10:23 am

Viewing: **ENGL-UC3 : <u>Business and</u> ~~Online~~ Technical Writing Certificate**

Last approved: 05/17/19 11:58 am

Last edit: 02/10/26 8:48 am

Changes proposed by: James Craig (craigjr)

Catalog Pages Using
this Program
  Technical Writing Undergraduate Certificate

Initiator:	Name:	Jeanne Allison	Phone:
5587			
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Program Code	ENGL-UC3		

In Workflow

1. **S004000 Chair**
2. **Curricular Alignment Check**
3. **Academic Affairs Program Preapproval**
4. **SA_S Assoc Dean**
5. **SA_S Dean**
6. **Senate C&I**
7. **Senate C&I Editing**
8. **FacultySenate**
9. Academic Affairs
10. Registrar Programs

Approval Path

1. 10/21/25 3:24 pm Lynn Staley (staleyly): Approved for S004000 Chair
2. 11/04/25 3:46 pm Keeta Holmes (holmeskm): Approved for Curricular Alignment Check
3. 11/04/25 3:51 pm Betsy Sampson (sampsone): Approved for Academic Affairs Program Preapproval
4. 11/20/25 9:35 am Matthew Taylor (taylormatt):

Approved for SA_S
Assoc Dean

5. 12/17/25 7:28 am
Matthew Taylor
(taylormatt):
Approved for SA_S
Dean

6. 02/10/26 8:49 am
Ho Kim (kimho):
Approved for
Senate C&I

7. 02/10/26 9:46 am
Betsy Sampson
(sampsone):
Approved for
Senate C&I Editing

History

1. Feb 16, 2017 by
Jeanne Allison
(allisonjea)

2. Apr 17, 2017 by
Betsy Sampson
(sampsone)

3. Mar 22, 2019 by
Betsy Sampson
(sampsone)

4. May 17, 2019 by
Betsy Sampson
(sampsone)

To be completed by Academic Affairs

Title	Business and ~~Online~~ Technical Writing Certificate
Program Type	Certificate
College/School	College of Arts & Sciences
Department	English
Academic Level	Undergraduate
CIP Code	231101 - 231101

Effective CAT	2025-26

Program Requirements and Description as it will appear in the bulletin.

Students earn the ~~Online~~ Certificate in Business and Technical Writing by completing 15 ~~18~~ hours in selected ~~online~~ writing courses across a core and elective list with a grade point average of 3.0 or better. ~~better, including a capstone course.~~ 9 ~~Twelve~~ of the 15 ~~18~~ hours must be taken at the University of Missouri-St. Louis. Courses may not be taken on a satisfactory/unsatisfactory basis.

Core/Required Courses

ENGL 3120	Business Writing	3
ENGL 3130	Technical Writing	3
ENGL 4890	Writing Internship	3
or ENGL 4892	Independent Writing Project	

Elective Courses

UMSL Courses

~~ENGL 3120~~	~~Business Writing~~	~~3~~
~~ENGL 3130~~	~~Technical Writing~~	~~3~~
ENGL 3160	Writing in the Sciences	3
~~ENGL 4870~~	~~Course ENGL 4870 Not Found~~	~~3~~
ENGL 4160	Special Topics in Writing	3
ENGL 4871	Publishing: Writers, Editors, and Readers	3
~~ENGL 4872~~	~~Technical Presentations~~	~~3~~
~~ENGL 4890~~	~~Writing Internship~~	~~3~~
~~ENGL 4892~~	~~Independent Writing Project~~	~~3~~

Missouri S&T Courses

ENGLISH 3560	Technical Writing	3
TCH COM 2560	Technical Marketing Communication	3
TCH COM 3440	Theory of Visual Technical Communication	3
TCH COM 4085	Internship in Technical Communication (individual enrollment)	3
TCH COM 4450	International Dimensions of Technical Communication	3

~~TCH COM 4530~~	~~Help Authoring~~	~~3~~
TCH COM 4450	Proposal Writing	3
TCH ED 5510	Technical Editing	3
TCH COM 5530	Usability Studies	3
TCH ED 5560	Web-Based Communication	3
TCH COM 5610	History of Technical Communication	3
TCH COM 5620	Reasearch Methods in Technical Communication	3

Alternative elective writing courses may be taken as electives with the prior approval of the certificate program coordinator.

~~Students may use ENGL 4890, ENGL 4892, ENGL 4870, ENGL 4871, and ENGL 4872 as their capstone course. When the student has completed requirements for the certificate, the coordinator will notify the university registrar and the college from which the student will graduate. Upon the student's graduation, completion of the Online Technical Writing Certificate will be noted on the official transcript and a certificate will be mailed to the student's residence. Students who have graduated before completing the Online Technical Writing Certificate will receive the certificate in the mail and will have the certificate entered on their official transcripts.~~

If other departments are affected by this proposal, please secure "sign-offs" and indicate for each department the following:

Program Learning
Outcomes

Learning Outcomes
Adjust style, tone, and format to best suit a professional context
Identify various readers and stakeholders, and the situations in which they both operate
Accurately compose language that meets the needs of readers and stakeholders
Demonstrate an ability to apply contextually appropriate rhetorical strategies and technologies to solve communication problems successfully and safely

Attachments

This program will be developed with the intention of delivery in the
following delivery modes (choose all that apply)

Face to face

Hybrid (27%-49% of program coursework
offered online)

UMSL Online (50-74% of program coursework
offered online)

Justification for
request:

This update streamlines the PLOs and the course list, and renames the Online Technical Writing
Certificate for current practices and available courses. The new name is Business and Technical
Writing Certificate.

It is designed to be flexible for working students and be attractive to local business / corporate
entities (currently Scale AI). This program continues to be offered in coordination with MST,
where students complete the core/required courses online at UMSL, and the elective courses
on their home campus.

Program Reviewer
Comments

Key: 492

UMSL Online (50-74% of program coursework
offered online)