



## Alignment of Degree Programs

**CIP Code & Title:** 23.1303 Professional and Technical Communication

**Level:** Bachelor's

**Area of Strategic Emphasis:** None

### PROGRAM DESCRIPTION:

The Bachelor of Arts degree in Professional and Technical Communication prepares students to use their writing and communication skills to solve problems in a variety of workplaces and settings. The B.A. program affords students the opportunity to make and produce a wide variety of documents and texts using technological tools and media; to assess existing structures and to propose alternative solutions; and to learn the value of diversity, culture, and ethics.

### CURRICULUM:

#### A. Student Learning Outcomes:

Goal 1: Discipline Specific Knowledge

- 1a. Outcome: Evaluate, articulate, and respond to a defined purpose and audience for the creation and design of texts.
- 1b. Use appropriate technologies and software to write, design, organize, present, and communicate information to address a range of audiences and purposes.

Goal 2: Communication Skills

- 2a. Outcome: Demonstrate an ability to write in multiple genres (using conventions and formats) appropriate to the situation.
- 2b. Outcome: Employ flexible and collaborative strategies for generating, revising, editing, proofreading, and circulating texts.

Goal 3: Critical Thinking Skills

- 3a. Outcome: Identify and ethically engage with the cultural connections between language, information, and power
- 3b. Outcome: Demonstrate awareness of- and be conversant in theoretical perspectives used within professional and technical communication

#### B. Admission Standards for the Program:

##### B1. University Admissions:

Admission to the University is based on the University's Undergraduate Admission Requirements that may be found by clicking on the following urls:

- **Freshman:** <https://www.usf.edu/admissions/freshmen/admission-information/requirements-deadlines.aspx>
- **Transfer:** <https://www.usf.edu/admissions/transfer/admission-information/index.aspx>
- **International:** <https://www.usf.edu/admissions/international/admission-information/index.aspx>

**C. Graduation Requirements for the Program:**

Satisfactory completion of the following requirements:

- General Education Program (36 credit hours), including State Core General Education, State Computation and State Communication;
- Minimum of 120 unduplicated credit hours;
- A minimum adjusted grade point average (GPA) of 2.0 on all coursework taken at USF and an overall 2.0 GPA average on all college-level coursework;
- Major and college requirements in a chosen degree program;
- Nine credit hours of coursework taken during the summer term(s) (if entered USF with less than 60 credit hours);
- Registration and successful completion of at least thirty (30) of the last sixty (60) credit hours;
- 42 credit hours of upper-level coursework;
- Civics Literacy;
- Foreign language admissions coursework.

**D. Integrated Curricular Framework:**

**D1. State Mandated Common Prerequisites:**

State Mandated Common Prerequisite	Credits	USF Course	Credits
ENC X101 Composition I or ENC XXXX*	3	ENC 1101 Composition I	3
ENC X102 Composition II or ENC XXXX*	3	ENC 1102 Composition II	3
ENC X210 Technical Writing	3	ENC 2210 Technical Writing	3
SPC X608 Public Speaking	3	SPC 2608 Public Speaking	3
Total Credit Hours	12	Total Credit Hours	12

\*Any ENC XXXX equivalent to English Composition I or English Composition II

**D2. Required Courses: (9 credit hours)**

**D2a. Major Core Courses:** 3 courses; 9 credit hours

- ENC 3242 Technical Communication for Majors (3)
- ENC 3354 Writing for Nonprofits (3)
- ENC 4268 Senior Seminar in Professional & Technical Writing (3)

**D3. Major (Restricted) Electives: (27 credit hours)**

**D3a. Professional and Technical Communication Electives:** 6 courses; 18 credit hours

Students choose 18 credit hours of PTC electives from the following list of courses:

- LIS 2005 Information Literacy (3)

- ENC 3250 Professional Writing (3)
- ENC 3310 Expository Writing (3)
- ENC 3331 Client and Civic Communication (3)
- ENC 3371 Rhetorical Theory for Technical Communication (3)
- ENC 3372 Topics in Civic Rhetoric and Writing (3)
- ENC 3373 Rhetoric and Marginalized Communities (3)
- ENC 3376 Multimodal Composition (3)
- ENC 3416 New Media for Technical Communication (3)
- ENC 4212 Professional & Technical Editing (3)
- ENC 4218 Visual Rhetoric for Technical Communication (3)
- ENC 4260 Advanced Technical Writing (3)
- ENC 4264 Managerial Communications (3)
- ENC 4403 Grant Writing (3)
- ENC 4906 Professional & Technical Writing Independent Study (3)
- ENC 4931 Selected Topics in Professional and Technical Writing (3)
- ENC 4940 Technical and Professional Communication Internship (3)

**D3b. Other Elective Courses:** 3 courses; 9 credit hours

Student chooses nine (9) credit hours of electives from within the Department or approved by their advisor.

**D4. Sequenced Course of Study:**

- An exclamation mark (!) is indicated for any course and/or placeholder that must be taken in sequence and/or in the semester listed.
- Course Type refers to how the course is utilized in the degree program, e.g., Supporting, Major Core, Business Foundation, etc. It also includes “placeholder” information such as: Civics Literacy Test, Apply for Graduation.
- General Education Course Type refers to the General Education core area the course meets.

**D4a. 8-Semester Plan for FTIC Students**

Fall 1						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	ENC 1101		Yes	Yes	State Core General Education Communication	3
	XXX XXXX		No	Yes	State Core General Education Social Sciences	3
	XXX XXXX		No	Yes	State Core General Education Mathematics	3
	XXX XXXX		No	Yes	Enhanced General Education Human and Cultural Diversity	3
<b>Total Semester Credit Hours:</b>						<b>12</b>

Spring 1						
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!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
!	ENC 1102		Yes	Yes	Enhanced General Education	3
	XXX XXXX		No	Yes	State Core General Education Natural Sciences	3
	XXX XXXX		No	Yes	State Computation	3
	SPC 2608		Yes	Yes	Enhanced General Education Information and Digital Literacy	3
<b>Total Semester Credit Hours:</b>						12

Summer 1						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX		No	Yes	Enhanced General Education Creative Thinking	3
	ENC 2210		Yes	No		3
<b>Total Term Credit Hours:</b>						6

Fall 2						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX	Foreign Language Exit	No	No		4
!	ENC 3242	Major Core	No	No		3
	XXX XXXX	Major Elective	No	No		3
	XXX XXXX		No	Yes	State Core General Education Humanities	3
	XXX XXXX	General/Unrestricted Elective	No	No		3
<b>Total Semester Credit Hours:</b>						16

Spring 2						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX	Foreign Language Exit	No	No		4
	ENC 3354	Major Core	No	No		3
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX		No	Yes	Enhanced General Education Ethical Reasoning and Civic	3

					Engagement Community Engaged Learning	
	XXX XXXX	General/Unrestricted Elective	No	No		3
		Civics Literacy Exam				
<b>Total Semester Credit Hours:</b>						16

Summer 2						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
<b>Total Term Credit Hours:</b>						0

Fall 3						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	General/Unrestricted Elective	No	No		3
	XXX XXXX	General/Unrestricted Elective	No	No		3
	XXX XXXX	General/Unrestricted Elective	No	No		3
<b>Total Semester Credit Hours:</b>						15

Spring 3						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	General/Unrestricted Elective	No	No		3
<b>Total Semester Credit Hours:</b>						15

Summer 3						
!	Current Course	Course Type	State Mandated	Enhanced General	General Education Course Type	Total

Prefix and Number		Common Prerequisite	Education Requirement	
XXX XXXX	Major Elective	No	No	3
<b>Total Term Credit Hours:</b>				<b>3</b>

Fall 4						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
!	ENC 4268	Major Core	No	No		3
	XXX XXXX	Major Elective	No	No		3
	XXX XXXX		No	Yes	Enhanced General Education High Impact Practice Capstone	3
	XXX XXXX	Upper-Level Elective	No	No		3
<b>Total Semester Credit Hours:</b>						<b>12</b>

Spring 4						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	General Education Course Type	Total
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Major Elective	No	No		1
		Apply for Graduation				
<b>Total Semester Credit Hours:</b>						<b>13</b>

<b>Total Degree Program Credit Hours:</b>						<b>120</b>
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**D4b. 4-Semester Plan for FCS AA Transfer Students**

Fall 1						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	Intentionally Left Blank	Total
!	ENC 3242	Major Core	No	No		3
	XXX XXXX	Foreign Language Exit	No	No		4
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Elective	No	No		3
	XXX XXXX	Major Elective	No	No		3
		Civics Literacy Exam				
<b>Total Semester Credit Hours:</b>						<b>16</b>

Spring 1						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	Intentionally Left Blank	Total
!	ENC 3354	Major Core	No	No		3
	XXX XXXX	Foreign Language Exit	No	No		4
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Elective	No	No		3
<b>Total Semester Credit Hours:</b>						16

Summer 1						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	Intentionally Left Blank	Total
<b>Total Term Credit Hours:</b>						0

Fall 2						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	Intentionally Left Blank	Total
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Upper-Level Elective	No	No		3
	XXX XXXX	Major Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
<b>Total Semester Credit Hours:</b>						15

Spring 2						
!	Current Course Prefix and Number	Course Type	State Mandated Common Prerequisite	Enhanced General Education Requirement	Intentionally Left Blank	Total
	ENC 4268	Major Core	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		3
	XXX XXXX	Upper-Level Elective	No	No		1
		Apply for Graduation				
<b>Total Semester Credit Hours:</b>						13

<b>Total Credit Hours:</b>						60
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**ADDITIONAL REQUIREMENTS:**

- Students are required to complete a professional portfolio of their coursework.
- The requirements for the PTC degree allow for open electives of any ENC or ENG course, as well as electives outside the major. Students are encouraged to use these credits to pursue a minor or certificate that will broaden and enrich their major studies. Students may elect to pursue any minor.