

Technical Communication Certificate Paperwork

Earning the Graduate Certificate in Technical Communication requires you to complete three forms, as follows:

1. **(Preliminary) Application for Graduate Certificate in Technical Communication:**
The English Dept. uses this 2-page form to track students. You can fill it out yourself and return it to Dr. Weber. He will use it to assist you in completing a POS.
Fill this out your first semester in a Certificate class. (See attached.)
2. **A Program of Study (POS):** A Program of Study lists all courses required for the degree and the Certificate. Students getting an MA in English will fill out a POS with the Director of Graduate Studies. Students earning only the Certificate will fill out a POS with The Director of Business and Technical Writing. Your POS must be signed and processed before you can be awarded the Certificate.
Schedule an appointment to complete this as soon as you enter a program.
3. **School of Graduate Studies, APPLICATION FOR GRADUATE CERTIFICATE AWARD:** Fill out this 1-page form when you are close to completing the Certificate, usually in the semester when you will finish. The form is available at Charger Central. **You must go to Charger Central and pay a fee when you apply for the Certificate.**
Fill this out your last semester before completing the Certificate.

To avoid delays in receiving your Certificate, please complete this paperwork on schedule.

Date: _____

This Form For Internal Use Only

**Application for Graduate Certificate in Technical Communication
University of Alabama in Huntsville**

(Please Print or Type)

Name: _____ Student #: _____

Address: : _____ Phone #: _____
home work

Undergraduate Major: _____ Undergraduate Minor: _____

Undergraduate College or University: _____

Graduate Program, if any, current or completed (circle or fill in as appropriate)

UAH English M.A.

UAH Professional Improvement (for high school teacher certification)

UAH other (fill in) _____

Other University (give name, degree, and year): _____

Indicate the status of your admission to graduate school at UAH (circle one):

admitted unconditionally

admitted conditionally

not yet applied

NOTE: The sooner you apply for admission to graduate school the better. Students with a baccalaureate degree may take courses for graduate credit by enrolling "non-degree," but these courses must then be petitioned into a graduate certificate or degree. Only four courses (12 semester hours) taken "non-degree" may be petitioned. Once admitted to the graduate school, students may change their plan of study within the appropriate academic department. Certificate students may choose to pursue a master's degree or enroll for the Certificate only.

Summary of Technical Communication Graduate Certificate Requirements

3 hours EH 501 Theory and Practice in Technical Communication

3 hours EH 502 Problems in Technical Editing

3 hours EH elective
(EH 601, 602, or 649)

3 hours EH/EHL elective
(EH 505, 507, 601, 602, 649)

6 hours Directed electives in an allied field, such as linguistics (or thesis)

Please return this completed application form and Proposed Plan of Study to:

Dr. Ryan Weber
Director of Business and Technical Writing
Department of English
University of Alabama in Huntsville
Huntsville, AL 35899

As soon as possible, schedule an appointment with Dr. Weber to complete a proposed plan of study (attached).

For general advising on the Master's program in English, call 824-2375

Dr. Julie Early, Director of Graduate Studies in English

Name: _____

Expected Graduation Date: _____

Date Certificate Completed: _____

Proposed Plan of Study

(complete this form in consultation with your faculty advisor)

The Certificate in Technical Communication will be awarded upon completion of six relevant graduate courses. All Certificate courses may count toward the Master's in English. Note that the English MA requires 18 additional hours of graduate literature courses.

Course	Term Taken
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Required (6 hours)

EH 501 Theory and Practice in Technical Communication.
Usually offered every fall semester.

EH 502 -Problems in Technical Editing.
Usually offered every spring semester.

Electives (6 hours)

EH Elective (3 hours)

EH 601 - Writing Pedagogy.
Analysis and research on the teaching of writing.
Usually offered every spring semester.

EH 602: Practicum in Technical Communication.
Designed to give technical communication graduate students on-the-job experience in industry or government, either through an internship or a major research project connected with an industry problem.
Requires a substantial internship report.

EH 649 – Special Studies in Technical Communication
Courses with a specific focus on an important, relevant subfield or topic in Technical Communication.
Offered frequently based on demand and staff availability.

EH/EHL Elective (3 hours)

EHL 505: Survey of General Linguistics
EHL 507: Advanced English Grammar Studies
EH 601 Writing Pedagogy
EH 602 Practicum in Technical Communication
EH 649 Special Studies in Technical Communication

Allied Field Electives (6 hours)

Choose two graduate level (500 or 600-level) courses in consultation with the Director of Business and Technical Writing and the professors teaching the courses. These may be from departments outside of English (e.g., Education, Computer Science, Engineering Management, IS, Management, Marketing, Psychology) or linguistics courses (EHL) within the English Dept. M.A. students in English may also substitute thesis hours here if doing a thesis in technical communication.

Allied Field Classes
