



Universidad de Puerto Rico
Recinto Universitario de Mayagüez
SENADO ACADEMICO

CERTIFICACIÓN NÚMERO 13-68 ENMENDADA

La que suscribe, Secretaria del Senado Académico del Recinto Universitario de Mayagüez de la Universidad de Puerto Rico, **CERTIFICA** que en la reunión ordinaria celebrada en la sesión del martes, 26 de noviembre de 2013, este organismo **APROBÓ** la **CONCENTRACIÓN MENOR EN ESCRITURA Y COMUNICACIÓN EN INGLÉS ADSCRITA AL DEPARTAMENTO DE INGLÉS.**

La propuesta corresponde a una concentración menor ("*minor*"), según definida en la Certificación Número 69 (2013-2014) de la Junta de Gobierno.

La secuencia curricular se hace formar parte de esta certificación.

Y para que así conste expido y remito la presente certificación a las autoridades universitarias correspondientes, bajo el Sello de la Universidad de Puerto Rico al primer día del mes de abril del año dos mil catorce, en Mayagüez, Puerto Rico.


Judith Ramírez
Secretaria



**University of Puerto Rico
Mayagüez Campus
Arts and Sciences Faculty
Department of English
Minor in Writing and Communication in English**

1. Introduction

Based on Certification 69 2013-14 the Writing and Communication sector of the Department of English proposes the creation of a “Minor in Writing and Communication in English.”¹ This minor will provide all UPRM students with the opportunity to complement and expand their education by enhancing their writing and communication skills in English. The objectives of this minor support and align with our institution’s general education philosophy, which emphasizes effective oral and written expression, clear thinking, and precise communication in both English and in Spanish.

2. Title of the minor

Minor in Writing and Communication in English

3. Objectives

- 3.1 Identify and apply a broad knowledge base in writing and communication theories
- 3.2 Analyze and apply the writing process (including various planning, drafting, and revising tasks) in creating written documents that are shaped by the knowledge and needs of their specific fields
- 3.3 Put into practice diverse methods of conducting research to support the writing process
- 3.4 Generate and combine a variety of methods and techniques in the process of writing effective communications for specific and diverse audiences
- 3.5 Identify, apply, and compose writing and communication tasks in diverse genres that are appropriate to their disciplines

4. Justification

- 4.1. Relationship of the minor to the mission and objectives of the University and the Department:

As stated in the UPRM catalogue (2008-2009), the mission of our institution clearly establishes a strong commitment to “the development of educated, cultured citizens” endowed with a “strong technical and professional background”. The proposed minor will provide students with a solid intellectual foundation in the theories and applications of diverse writing and communication techniques.” This, in turn, will contribute to meeting the first Institutional Student Learning outcome which states that students should be able to communicate effectively.

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This Minor also qualifies as a Minor according to Certification 48 2012-13.

4.2. Globally, the mass media are increasingly inundating industry and community alike. At the same time the rapid growth and use of technology has revolutionized the way communication activities are carried out in the contemporary professional world. Because of new technologies in computing and the use of the Internet for communication, traditional methods of literacy for effective communication are no longer sufficient. The need to communicate effectively exists at every level in our mass-mediated, globalized societies and it's locally reflected in Puerto Rico's ever increasing need for bilingual communicators with expertise in English language writing and communication. The study and application of knowledge in writing and communication will satisfy this need and equip our students with the highly coveted skills to write and communicate effectively in personal, academic, and professional settings.

4.3. Academic reasons for the establishment of the minor

Students need more choices and better preparation for the current global and highly competitive job market. A Writing and Communication Minor in English will offer many more interdisciplinary options for the Bachelor's degree graduate. For example, students from Hispanic Studies can graduate with a stronger background in writing and communication skills in both English and Spanish. A student in Biology or Biotechnology who completes the minor in Writing and Communication in English would be able to compose, translate and produce documents for science writing. A minor in Writing and Communication in English combined with Business Administration would provide students greater job opportunities in a highly competitive business world where strong communication skills are a priority.

Providing students with more choices fits neatly within the UPRM's mission and its strategic planning document. Moreover, the proposed minor would address the objectives of the Middle States and other accreditation agencies to continually "revise academic offerings" and "to complement the curriculum with practical experience in areas of specialization."

4.4 Professional reasons for the establishment of the minor

While all contemporary college students benefit from the opportunity to hone their written communication skills, a Minor in Writing and Communication in English will grant students at the University of Puerto Rico at Mayagüez a competitive edge in their majors, job searches, and careers by facilitating their abilities to engage with, understand, and create a wide variety of written texts. Furthermore, the acquisition of such essential professional expertise will augment both students' studies in their major and their transcripts as they enter the job market. Finally, the study of writing and communication equips students to engage with the world around them as conscientious citizens and future leaders through the fostering of exceptional critical writing, reading, and thinking skills.

Recently, an advisory board (composed of employers) to the UPR-M School of Engineering made a recommendation to improve the writing and communication skills of our engineering graduates. The Engineering School has been considering ways to address this problem and this minor will offer a unique opportunity to provide writing and communication skills to that group of students. Moreover, the minor will help expand the marketable skills of our students in the schools of Business Administration and Agriculture as well. In addition, students in any of the multiple fields of study within the Arts and Sciences School will strengthen their academic credentials with a Minor in Writing and Communication.

The need for proficient writers and communicators is noticeable in Puerto Rico. With the implementation of the Minor in Writing and Communication UPRM graduates would be more qualified to compete with other job candidates.

According to Angel L. Pérez, an engineer and General Manager of Rock Solid Technologies, Inc. "as a business leader in the Puerto Rico software development industry, I see the need every day for professionals with the communication skills to produce technical and user manuals, press releases, advertising, brochures, presentations and many other forms of communication to support business success." Graduates with a Minor in Writing and Communication would help satisfy this growing need in the business sector.

5. Requirements for licensing or certifications

5.1 Not applicable.

6. Minor courses, (including different curricular routes available to fulfill objectives, if applicable)

6.1 Courses

The minor consists of 15 credits. Students will take two core courses or 6 credits listed in 1 below and then select 3 courses or 9 credits from the list in number 2 below, **one of which must be at the 4000 level. A course may not be double counted as part of the requirements for a major and part of the minor, with the exception of the 12 credits in free electives.** Students who take any of the Writing and Communication courses as part of their **12 credits in English requirement** will not be able to count those courses as part of the minor and will have to take additional courses to complete the 15 credits required by this minor. In addition, English majors who declare a minor in Writing and Communication in English will not be able to count English 3231 as part of their minor and will take another course in Writing and Communication to replace this core course in English.

*English majors may not count English 3231 as part of this minor. They need to

	1. Core Courses	Credits	Pre-requisites
INGL3056	Introduction to the Communication Process	3	INGL 3202 or INGL 3104 or INGL 3212
INGL 3268	Writing for the Communication Media	3	INGL 3202 or INGL 3104 or INGL 3212 or authorization of the Director of the Department
	2. Writing &Comm Courses		
INGL 3057	Media Literacy	3	INGL 3056 or INGL 3268 or authorization of the Director of the Department**
INGL 3231	Expository Writing	3	INGL 3202 or INGL 3104 or INGL 3212
INGL 3236	Technical Report Writing	3	INGL 3202 or 3104 or 3212
INGL 3238	Creative Writing	3	INGL 3202 or INGL 3104 or INGL 3212 or authorization of the Director of the Department
INGL 3250	Public Speaking	3	INGL 3202 or INGL 3104 or INGL 3212
INGL 4008	Creative Non-Fiction Writing	3	INGL 3231 and INGL 3238 or authorization of the Director of the Department**
INGL 4059	Persuasive Writing	3	INGL 3231 and INGL 3268 or authorization of the Director of the Department**
INGL 4066	Research in Writing and Communication	3	INGL 3231 and six credits from (INGL3236, 3238, 3268, 4107, 4108.)
INGL 4107	Rhetorical Theory	3	INGL 3231 or authorization of the Director of the Department
INGL 4108	Advanced Technical Communication	3	INGL 3236
INGL 4196	Group Communication	3	INGL 3056
INGL 4206	Structure of the English Language	3	INGL 3225 or authorization of the Director of the Department
INGL 4255	Professional Editing	3	INGL 4008 or INGL 3231 or INGL3238 or INGL 3268
INGL 4285	Feature Writing	3	INGL 3268 and INGL 4008

replace that course with another course in the minor.

** Change in pre-requisites in progress.

As the department approves new writing courses they will be added as electives to this list, thus expanding the options for students in the minor.

7. Minimum qualification requirements to declare intention to include minor in study plan

- 7.1 Students must complete the institutional requirements in English. Courses that count as part of the institutional requirements will not count as part of the minor. For students who take one or two of the courses in the minor as part of their institutional requirements, they must take one or two (whichever be the case) additional minor courses to complete the 15 required credits.
- 7.2. Students should have a GPA higher or equal to 2.75.
- 7.3 Students should not be in probationary status.
- 7.4 Students should not have withdrawn more than one time from any course in the Minor in Writing and Communication prior to admission into the minor.
- 7.5 Students should not have failed a writing and communication course prior to admission into the minor.
- 7.6 Students should interview with and receive a positive recommendation from the coordinator of the minor and/or the Director of the Department.]

Commented [Ricia1]: Not capitalized above

8. Requirement for minor to be approved satisfactorily and registered in the student academic record

- 8.1 Approve all 15 credits in the minor as specified in the course offerings for the minor in Section 5 of this proposal with a GPA of 2.75 or higher.
- 8.2 Students must earn a C or higher grade in each course in the minor.

9. Assessment plan

9.1 The following objectives will be assessed:

9.1.1 General objectives

Objective	Method	Success measure	Assessment schedule
Implementation of minor by Fall 2014		Schedule minor courses Recruit first certificate applicant	Fall 2014
Promote the minor among all university students	Brochures, department and university electronic media.	Demand for minor Number of students registered for the sequence	Fall 2015 and after that every 3 years.

	Promotion among orientation committees throughout the university		
Assess the knowledge and skills of the students who complete the minor	A variety of assessment techniques that may include exit interviews, portfolios, surveys, etc.	Positive evaluation by faculty members who conduct the assessment process based on the academic objectives of the minor.	This will be an individual assessment to be conducted when students complete the minor.

Commented [Ricia2]: Can also promote through internet/webpage and at Out Loud!

10. Description of the Minor in Writing and Communication in English.

English

The Minor in Writing and Communication in English gives all University of Puerto Rico at Mayagüez students the opportunity to complement and expand their education by enhancing their writing and communication skills in English. The minor provides students with a solid intellectual foundation in the theories and applications of diverse writing and communication techniques required by all professionals to communicate effectively. Since it offers more interdisciplinary options for the undergraduate student it will grant students a competitive edge in their majors, job searches, and careers by facilitating their abilities to engage with, understand, and create a wide variety of written texts. A student who completes a Minor in Writing and Communication in English will acquire essential professional expertise to engage with the world around them as conscientious citizens with exceptional critical writing, reading, and thinking skills.

Español

La Concentración Menor en Escritura y Comunicación en Inglés provee a todos los estudiantes del Recinto Universitario de Mayagüez la oportunidad de complementar y expandir su educación mejorando sus destrezas de escritura y comunicación en Inglés. Esta concentración menor provee al estudiante una sólida base intelectual en las teorías y aplicaciones de una diversidad de técnicas de escritura y comunicación necesarias para la comunicación profesional efectiva. Al ofrecer más opciones multidisciplinarias a los estudiantes subgraduados del RUM esta concentración menor les dará una ventaja competitiva dentro de sus campos de estudio, en su búsqueda de empleo así como en sus carreras al facilitarles la capacidad de interactuar con, entender y crear una variedad de textos escritos. Un estudiante que termine la Concentración Menor en Escritura y Comunicación en Inglés desarrollará las destrezas profesionales para abordar el mundo como una persona sensible a su entorno y con excepcionales destrezas de redacción, lectura y pensamiento crítico.