

Technical Communication Certificate Program Plan

Department of Engineering Professional Development

Student _____	Major, Year _____
Address _____	ID Number _____
City/State/Zip _____	Telephone _____
Adviser _____	E-mail _____

Technical Proficiency Requirements (9 credits minimum)	<u>Credit</u>	<u>Date Proposed</u>	<u>Date Completed</u>	<u>Grade</u>
Math/Statistics 200+ _____	_____	_____	_____	_____
Computer Science (includes Comp. Sci. 110 or 310; or MSAE 271 or 371) _____	_____	_____	_____	_____
Management/Business/ Economics _____	_____	_____	_____	_____
Total Technical Proficiency Credits _____	_____	(9 credits minimum)		

Technical Communication Requirements (15 credits minimum, minimum GPA: 3.5)				
1. Required EPD Courses	<u>Credit</u>	<u>Date Proposed</u>	<u>Date Completed</u>	<u>Grade</u>
EPD 397 <u>Technical Communication</u> _____	<u>3</u>	_____	_____	_____
EPD 497 <u>Technical Editing</u> _____	<u>1</u>	_____	_____	_____
2. TC Internship				
EPD 398 <u>Technical Communication Internship</u> _____	<u>1</u>	_____	_____	_____
3. Electives Courses in Communication From EPD (7 credits minimum from EPD; 3 credits minimum from outside EPD)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
4. Electives Courses in Communication From Outside EPD (3 credits minimum)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Technical Communication Credits _____	_____	(15 credits minimum)		
TOTAL CREDITS _____	_____	(24 credits minimum)		

Approved by Adviser _____ Date _____

Students must sign a Certificate Declaration form so the TC Certificate appears on their transcripts. Students must complete certificate requirements within five (5) years after admission to the program.

Revised 11/02

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Procedures

1. Contact your TCC advisor after acceptance into the program and set up an appointment to discuss the program.
2. Submit a proposed Technical Communication Certificate Program Plan.
3. Sign a Certificate Declaration form so the TC Certificate appears on your transcripts.
4. See you're your adviser regularly. At the end of each semester,
 - Check DARS report for the TCC.
 - Set up an appointment with your advisor, with a current DARS report.
 - Report any address changes to your adviser.
5. Follow graduation procedures.
 - Early in the semester of graduation, make an appointment with your adviser and bring your DARS report to the meeting.
 - Check that you have fulfilled all Certificate requirements.
 - Discuss substitutions, if needed (To obtain approval for a course substitution, you must submit a written request and appropriate documentation to the TC Curriculum Chair.).
 - Discuss your portfolio.
 - Participate in graduation survey, exit interview, and celebration.