PUBLISHING AND PROFESSIONAL WRITING

Overview

The Certificate in Publishing and Professional Writing enables students in any major to earn a separate career-focused credential. This 12-credit program is designed to fortify qualifications for employment in many fields and enhance preparation for success in the workplace. Students may choose from a range of applied-writing courses regularly offered by the Department of English.

Admission Requirements

Admission to the program requires completion of CMP 125 with a final grade of C+ or better. English majors are eligible to apply.

Degree Offered

- Certificate in Publishing and Professional Writing

Contact

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Publishing and Professional Writing Certificate Requirements

To earn the Certificate in Publishing and Professional Writing, students must complete the selected courses with an average grade of B or better. In addition, students must submit a final e-portfolio representing their best work from each of the courses taken, including a short commentary on each piece. The portfolio must meet Department of English standards for competency and completeness.

(12 credits)

Code	Title	Credits
Select four courses from the following:		**12**
ENG 236	Applied Grammar & Syntax	
ENG 318	Food Writing	
ENG 320	Editing for Literary Publishing	
ENG 321	Business and Professional Contexts	
ENG 322	Grant Proposals, Fundraising and Development	
ENG 323	Reviewing and Publishing	
ENG 324	Writing for Online Audiences	
ENG 325	Jobs in Book Publishing	
ENG 326	Editing for Academic Publishing	
ENG 336	Grammar and Style	
ENG 405	Advanced Prose Style	
ENG 407	Advanced Workplace Writing	
ENG 490	Independent Study: Research and Creative Expression	
Total Credits		**12**

ENG 236 Applied Grammar & Syntax 3 Credits
This course offers a review of the essential elements of English grammar and syntax and fosters understanding of how these elements work in notable argumentative and expository writing as well as in the student's own compositions. Focus is on both expert reading and effective writing. Changing attitudes toward usage, including influence of digital media on language use, are discussed. May be taken as preparation for, or independently of ENG 336, which addresses grammar, syntax, and style at a more advanced level.
Prerequisite(s): completion of composition requirements or permission of instructor.

ENG 318 Food Writing 3 Credits
Food Writing is a thematically based course in essay writing. It develops students' ability to write effective informal prose while also extending their knowledge about food sources, preparation, and consumption. They learn through readings and exercises, however, that food writing is about more than food. It encompasses the pleasures of the table, history, culture, science, and politics.
Prerequisite(s): completion of composition requirements or permission of instructor.

ENG 320 Editing for Literary Publishing 3 Credits
This course introduces students to the process of publishing literary magazines and books. Student will learn all aspects of publishing from solicitation of manuscripts to the production of copy. Specific skills will include copyediting, proofreading, and layout.

ENG 321 Business and Professional Contexts 3 Credits
Students practice writing effectively to achieve specific purposes in typical business and professional workplace environments. Genres include various kinds of internal and external communication, including print and social media, for a range of audiences.
Prerequisite(s): CMP 125 or COM 203 or BHP 150 or permission of instructor.

ENG 322 Grant Proposals, Fundraising and Development 3 Credits
Students employ their analytical and writing skills to research and write grants for non-profit organizations in their local or regional communities. Fundraising and development activities on behalf of area organizations introduce them to career opportunities in this growing field.
Prerequisite(s): CMP 125 or CMP 203 or BHP 150 or permission of instructor.

ENG 323 Reviewing and Publishing 3 Credits
Students learn to write arts and literary criticism through studying the work of prominent critics in literature, theatre, film, dance, visual arts, and music. Students learn how to market themselves as potential reviewers for print and online publications.
Prerequisite(s): CMP 125 or CMP 203 or BHP 150 or permission of instructor.

ENG 324 Writing for Online Audiences 3 Credits
This course will help students adapt their writing to online environments. A writing- intensive course grounded in rhetorical principles, it focuses upon planning, writing and producing online texts distributed entirely through virtual portals. Genres include E-mail, instant messages, text messages, blogs, wikis, workplace social-media, and online team collaborations.
Prerequisite(s): CMP 125 or CMP 203 or BHP 150 or permission of instructor.

ENG 325 Jobs in Book Publishing 3 Credits
Students will practice the forms of writing used by literary agents and publishing professionals working in acquisitions, editorial, and production at trade, academic, and small literary presses. These forms may include the query letter, book proposal, reader's report, and marketing plan.
Prerequisite(s): Completion of composition requirements or permission of instructor.

ENG 326 Editing for Academic Publishing 3 Credits
The course will provide an overview of academic publishing with an emphasis on peer-reviewed scholarly journals. Students will learn firsthand the process of publishing a scholarly journal, from soliciting manuscripts to laying out copy. Assignments may include mastering the standard system of proofreading marks; copyediting, fact-checking and source-checking manuscripts; and correcting page proofs. Students will learn about style sheets, style manuals and reference books; document management; and professional communication standards for querying authors and reviewers.
Prerequisite(s): completion of composition requirements (CMP 125, CMP 203, or BHP 150 with a grade of C) or permission of instructor.

ENG 336 Grammar and Style 3 Credits
By building a comprehensive knowledge of the conventions of English grammar, punctuation and syntax, students will learn how to analyze the way words, phrases, sentences, and paragraphs work in expert writing, and they will apply this knowledge to their own writing. Emphasis is on argument, exposition, and analysis.
Prerequisite(s): completion of composition requirements or permission of instructor.

ENG 405 Advanced Prose Style 3 Credits
Students analyze prose styles in English from the Renaissance to the present, focusing on the development of syntax, diction, and content. Students will be encouraged to imitate stylistic models and to develop their own prose style.
Prerequisite(s): completion of composition requirements or permission of instructor.

ENG 407 Advanced Workplace Writing 3 Credits
Students will learn to adapt their writing skills to match specialized writing needs in publishing; corporate and personal finance; health, medicine, science, and technology. This course helps students build a portfolio and introduces them to corporate and freelance writing opportunities in our NJ/PA/NY area.
Prerequisite(s): completion of composition requirements or permission of instructor.

ENG 490 Independent Study: Research and Creative Expression 1-4 Credits
Independent Research and Study allows juniors and seniors in good academic standing to investigate topics of interest under faculty supervision. To count toward the Certificate in Workplace Writing, an ENG 490 project must focus on workplace-related writing and be structured to include substantial formative feedback and revision. No more than one ENG 490 may be counted toward the certificate.
Prerequisite(s): completion of composition requirements or permission of instructor.