



## Technical Writing Proposal

- Step 1** Complete the prerequisite courses (13 credits of oral and written communication).
- Step 2** Prepare the first draft of your Technical Writing Proposal, including the courses you propose to take for the Related Electives and the Technical Area.
- Step 3** Attach a personal statement outlining your educational objectives.
- Step 4** Set up an appointment with an Individualized Studies adviser to go over your proposal. Make any revisions suggested.
- Step 5** Submit your proposal to the Individualized Studies Committee, 171 Mary Gates Hall; proposals are due on the last Friday of each month.
- Step 6** If the proposal is accepted, pick it up and submit it to Human Centered Design and Engineering (HCDE) major. The HCDE deadlines are February 1 and July 1. Along with your proposal, submit a recent unofficial transcript.
- Step 7** If the proposal is approved by HCDE, return the approved application to 171 Mary Gates Hall and do a change of major form.

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Student name \_\_\_\_\_ Student # \_\_\_\_\_

Local address \_\_\_\_\_ Local phone \_\_\_\_\_

\_\_\_\_\_ Email address \_\_\_\_\_

Date \_\_\_\_\_

Technical area \_\_\_\_\_

Title, if not Technical Writing \_\_\_\_\_

### Prerequisites

Circle one:      B.S.      B.A.

#### Writing proficiency

List at least 13 credits of coursework in oral and written communication, including 5 credits of English composition and HCDE 231, with the grades you received. For a list of acceptable courses, see the Technical Writing handout. Grades of 3.0 or higher are expected.

dept and #	title	credits	grade	college
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**Statement of Objective**

Please attach a description of your proposed degree plan, with particular reference to your educational goals and how your course of study will meet these goals. Both the Individualized Studies Committee and the Human Centered Design and Engineering Committee consider the content and presentation of this statement to be an important part of your application for admission to the program. The committees will therefore be looking for a logically-structured, competently-written, and professionally-presented statement.

**Required Coursework**

**1. Technical Writing core courses and INDIV 493**

<i>course</i>	<i>title</i>	<i>credits</i>	<i>grade, if completed</i>	<i>quarter completed</i>
HCDE 310	The Computer in Technical Communication	5		
HCDE 400	Scientific and Technical Communication	5		
HCDE 401	Style in Scientific and Technical Writing	5		
HCDE 402	Scientific and Technical Editing	5		
HCDE 411	Visual Media in Technical Communication	5		
HCDE 412 or 437	Print Production or Interactive Multimedia	5		
HCDE	Choose one from HCDE 403 (3), 407 (5), 412 (5)(if not taken above), or 437 (5)(if not taken above)	3-5		
INDIV 493	Senior Study	5		

**2. Related electives**

List at least 10 credits of 300- or 400-level related electives which you have taken or plan to take before graduation. These electives may include additional HCDE courses not included above, approved 300- or 400-level CMU or composition courses, or other upper-division courses related to some aspect of communication.

<i>course</i>	<i>title</i>	<i>credits</i>	<i>grade, if completed</i>	<i>quarter completed</i>



