Plan G: Professional and Technical Writing (PTW) is a graduate program at University of Wisconsin-Milwaukee. This program offers degrees at the Master’s and doctoral levels, as well as a Professional Writing and Communication Graduate Certificate. We work with students to explore theories and core concepts in professional writing and technical communication and to prepare students for careers in both academia and industry.

How to use this guidebook

This guidebook is designed to help answer questions regarding Plan G. Within you'll find resources such as course listings, a faculty and staff directories, program descriptions, information on funding opportunities, and much more. Have questions about courses? Worrying about restrictions and requirements for a program? The answers are here!

There are a few ways you can navigate this document. The clickable table of contents allows you to quickly go to a specific section of the guidebook by selecting one of the headings. You can also use Adobe's search function to look for key words or phrases.

Light blue underlined text indicates an embedded link. These links will take you to external pages that may contain forms, requirements, or additional information.
Table of Contents

Plan G 2

Faculty Directory 4

Staff Directory 4

Master’s Program 5
  MA Milestones 7
  MA Policies 9

PhD Program 10
  PhD Milestones 11
  PhD Policies 16

Certificate Program 17

Course Requirements Table 19

Funding 20
  Teaching Assistantships 20
  Project Assistantships 21
  Research Assistantships 21
  Fellowships 22
  Professional Writing Travel Award 23

Conducting Research 24

Professional Development 26
Below is a list of the current Plan G faculty. Our experienced faculty serve not only as instructors but as advisors and coordinators as well.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Roles</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Dave Clark</td>
<td>Associate Professor; Associate Dean of the</td>
<td>Content management, information design, rhetoric of technology, writing pedagogy</td>
</tr>
<tr>
<td><a href="mailto:dclark@uwm.edu">dclark@uwm.edu</a></td>
<td>Associate Professor; Plan Graduate Coordinator; Flex Program Coordinator</td>
<td>Rhetoric of science and medicine, science-policy interface, interdisciplinary medical communication, new materialisms and multiple ontologies</td>
</tr>
<tr>
<td>Holton 244</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. S. Scott Graham</td>
<td>Associate Professor; Director of the Science and Medical Communications Laboratory (SAMComm)</td>
<td>Rhetoric and communication in public deliberation</td>
</tr>
<tr>
<td><a href="mailto:graham@uwm.edu">graham@uwm.edu</a></td>
<td>Plan Graduate Coordinator; Plan Graduate Coordinator</td>
<td></td>
</tr>
<tr>
<td>Curtin 574</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. William Keith</td>
<td>Professor, Plan G Undergraduate Coordinator; Flex Program Coordinator</td>
<td>Discourse analysis, sociolinguistics, language &amp; gender, second language writing</td>
</tr>
<tr>
<td><a href="mailto:wmkeith@uwm.edu">wmkeith@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 592</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Patricia Mayes</td>
<td>Associate Professor</td>
<td>Professional writing research, qualitative research in writing and literacy, project management, technical editing, business writing</td>
</tr>
<tr>
<td><a href="mailto:mayes@uwm.edu">mayes@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 486</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Rachel Spilka</td>
<td>Associate Professor; Internship Program Coordinator</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:spilka@uwm.edu">spilka@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 594</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below is a list of additional faculty and staff in the department that are important to be familiar with.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Roles</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jason Puskar</td>
<td>Associate Professor; Graduate Studies Coordinator</td>
<td>Jason signs off on many of the important forms in the departments, including transfers, language requirements, and committee declarations. You can also contact Jason for advice on curriculum or other concerns.</td>
</tr>
<tr>
<td><a href="mailto:puskar@uwm.edu">puskar@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 585</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathy Doering-Kilkenny</td>
<td>Business Manager</td>
<td>Kathy is your go-to person for travel approval and reimbursement. She also maintains the department budget, helps schedule courses, and reports any problems in building (heating, lighting, etc.).</td>
</tr>
<tr>
<td><a href="mailto:kilkenn3@uwm.edu">kilkenn3@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 418</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alessandra Gillen</td>
<td>Graduate Studies Administrative Staff</td>
<td>Alex can help you answer questions about the program. She’ll advise you on progress, deadlines, and degree completion policies.</td>
</tr>
<tr>
<td><a href="mailto:agillen@uwm.edu">agillen@uwm.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin 422</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Our Master's program offers innovative courses for both students preparing for work in industry and those interested in pursuing doctoral studies.

Requirements

The Master's program requires a total of 30 credits. Here's a breakdown of what you will need:

- **6 credits of core courses**
  - ENG 712 – Professional Writing Theory
  - ENG 713 – Qualitative Research Methods

- **3 credits in an 800-level Seminar in Professional Writing or a related topic area**
  - ENG 855 (students may substitute another 800-level course with advisor approval)

- **12 credits in Professional Writing Practice or Pedagogy**
  Use these credits to explore new interests or develop your own specialization. You may take a mixture of 700, 800, and 400-level U/G courses. If you would like to take courses outside of Plan G, work with your advisor to develop a program of study that works for you. No more than 6 of the 12 credits can be at the 400-level.

- **6 credits in an Internship or 700-level elective in Professional Writing that could lead to a final project**
  This requirement reflects the program's commitment to preparing students for industry as well as academia. Students with little workplace experience generally take the three credit Internship course along with a 3 credit 700-level elective that could lead to their major project. Students who are less interested in going into industry may take two 700-level electives that will help them develop their major project. The internship program for Plan G is covered in depth in the “Professional Development” section of this Guidebook. For more information, head there.

Courses to Consider

- ENG 431 | Topics in Advanced Communications: (Subtitle)
- ENG 433 | Creative Nonfiction for Publication
- ENG 434 | Editing and Publishing
- ENG 439 | Information Design
- ENG 443 | Grant Writing
- ENG 444 | Technical Editing
- ENG 701 | The Teaching of College Composition
- ENG 706 | Seminar in Professional Writing Theory and Pedagogy
- ENG 707 | Writing for Business Management
- ENG 708 | Advanced Professional Writing
- ENG 709 | Rhetoric, Writing, and Information Technology
- ENG 710 | Advanced Project Management for Professional Writers
- ENG 711 | Topics in Professional Writing: (Subtitle)
Interested in a topic but there’s no course offered? Take an Independent Study!

Any student who finds they have an interest or specialization they would like to explore, but finds no existing course that would allow them to do so, can develop an Independent Study. This is a self-directed course that you will develop with a faculty member of your choice (as long as they agree to it.) Here’s how the process works:

Here’s how the Independent Study process works:

• Compile a proposal for your Independent Study. This should include a list of required readings and potential assignments, along with a short description of your goals. Be sure to do this prior to approaching your professor.
• Contact your chosen professor and inquire about working with them for your proposed Independent Study.
• Fill out the Independent Study Form. This form will serve as a document of what you and your professor agreed upon when planning the Independent Study.
• Submit this form, along with the proposal, to the Plan G Coordinator for approval.
• Once approved, request a permission number from the Program Associate. This will allow you to register for your Independent Study on PAWS.
• Register for ENG 799 with your chosen professor.

Note: At the master’s level, students are permitted to take no more than one independent study.
MA MILESTONES

- **Selecting an Advisor** – By default, the Plan G Coordinator will be your advisor when you enter the program. Usually around your second semester you should begin thinking about which professors you’ve worked particularly well with, and which have similar scholarly interests to your own. When choosing an advisor, ask the faculty member you would like to work with if he or she is willing to be your advisor. Once the faculty member agrees, be sure to meet at least twice per semester.

- **Decide on a Master’s Project** - Ideally, your Master’s Project should grow out of your coursework. During your first two semesters it’s important to start identifying interests or specializations you maybe inclined to follow. During your penultimate semester (or before), work with your advisor to decide on a topic and particulars of your project. The Master’s Project is different than a traditional Master’s thesis. A thesis requires highly specific formatting. In the case of Plan G, the “project” designation allows for a wider range of inquiry and genres of writing.

Choose an Advisor

- With whom you can speak freely
- Who engages in intellectual inquiry
- Who is enthusiastic and readily offers help
- Who you can respect as a scholar/researcher

Master’s Project Possibilities

Here are just a few of the potential directions for your project:
- If you’ll be applying to the PhD program after completing your MA, you may elect to do something along the lines of a journal article.
- If you’re completing an internship you might report on the work you were engaged in during your time there.
- If you’re interested in doing research, you might conduct your own study and provide a comprehensive report.
- If you’re interested in applying some practical skill you’ve learned, like web design, you might consider building a website and then reporting on the process.
Declare Your Committee - You will need to form a 3 person committee that will help you create your reading list and administer the oral exam. Begin this process as soon as you have an good idea of what your project will be. It is best to choose your Committee Chair first, who will then provide recommendations for choosing the other two members. In addition to the chair, at least one other member must be a current UWM faculty member (not retired) with graduate faculty status. Once all of your committee members have signed on, you'll need to complete the Declaration of Committee form. This form should be submitted to the Graduate Studies office for approval.

Schedule Your Oral Exam - Once your project is near completion you can schedule your Oral Exam. The oral exam is generally one-and-a-half hours long and covers both the master’s project and a reading list of at least 30 texts.

Graduation Application - Plan on applying for graduation early in the semester in which you expect to graduate, and be sure to fill out the Application for Master's Graduation form and to pay the Graduation Application fee. The Application is available online through the Graduate School homepage or linked on the Forms Checklist and Links page.

Keep in mind that you must be enrolled for at least one graduate credit during the semester in which you intend to graduate. If you have finished your 30 credits, you can remain enrolled by taking English 888 (Candidate for Degree). This is a one-credit, non-graded course, designed specifically for this purpose. You may enroll in English 888 more than once.

The Chair of the student’s Masters examination committee must then sign the Masters Graduation Application indicating that the student has passed the examination and has successfully completed the Masters project. Additionally, your Masters Examination Committee must also complete the Warrant for Masters Examination from the Department of English Graduate Studies Office.

Doctoral Program Application - If you will be moving on to the PhD program, you’ll also need to submit an application. Here’s what you need to know:

- Internal applicants do not need to supply transcripts or GRE scores and do not have to pay an application fee. The Graduate School does require a new “Statement of Purpose/Reasons for Graduate Study.”

- The English Department requires that your committee deliver to the Associate Chair for Graduate Studies a recommendation for admission. The recommendation is delivered via the signed Warrant for Masters Examination, which will be completed by your Committee immediately after completing the Masters examination. In addition to the Warrant recommending admission, you will need to deliver a copy of the approved Masters project to the Graduate Studies Office in Curtin Hall 422.

- UWM English graduate students may apply for admission to the doctoral program for the spring as well as the fall semester. If this is the case for you, you can submit your application for admission to the PhD program at the same time that you apply to graduate. Remember, acceptance into the PhD program is not automatic; the Associate Chair for Graduate Studies approves all recommendations for admissions to the doctoral program.

- If you are applying to the doctoral program, be sure to take the exam in time for the your committee to make a recommendation on admission to the Associate Chair for Graduate Studies. At the very latest, before the last day of classes in the semester in which you intend to graduate.
MA POLICIES

- All degree requirements must be completed within five years of initial enrollment. The major project must be completed and oral exam taken within one year after completing 30 credits.

- The Master’s Project must be completed and the exam taken within one year after completing 24 credits.

- Each student’s program of study must be approved by a faculty advisor, the Plan G Coordinator, and the Associate Chair of Graduate Studies.

Why did you decide to join the Master’s program initially?
At first I wasn’t sure whether to enroll in the Certificate or Masters program. I wanted to get a handle on going back to school while working full time with kids at home. After talking with Dave and Rachel, I decided to enroll as a non-degree student. As a non-degree student, I took a course in Professional Writing Pedagogy followed by a course in Qualitative Research. Taking these courses made me realize I wanted to do more than the 15 credits in the Certificate program. I wanted to explore professional communication further and I enjoyed being in a supportive, learning environment. That’s when I decided to apply for the Master’s program.

How was it transitioning into the MA program?
Once I decided I wanted to join the Master’s program, then I was just like everyone else. I had to redo application, this time designated as a Plan G student, along with all of the other application materials. For the two classes I took as a non-degree student, I filled out paperwork, which I sent to Alex to get the credits transferred. A month later, they were done.

What advice would you give to people in the certificate considering going into the MA program?
Have a good conversation with one of the Plan G faculty members to understand the possibilities in the program. I don’t know if I would have been able to make relevant connections had I not spoken to Dave or Rachel. One of the benefits of Plan G is that they’ll help you design a program that meets your unique needs. Also, interact with other graduate students in the program and get them to share their stories to see what opportunities there are.
Our PhD program offers innovative courses in professional writing theory, pedagogy, research, and application and practice in professional and technical writing. Currently, graduates of the PhD program have 100% placement rate.

Requirements

The PhD program requires 54 credits beyond the BA, with no more than 27 credits earned at the Master’s level; students must also meet the requirements of our MA program. Here’s what you will need:

- **9 credits** in required core courses in theory, research, and teaching:
  - ENG 706 - Professional Writing Theory and Pedagogy
  - ENG 712 - Professional Writing Theory
  - ENG 713 - Qualitative Research

- **21 credits** in Professional Writing courses:
  - 6 credits in 700-level or 400-level U/G courses
  - 15 credits in 800-level courses (with advisor's approval, a student may take credits in related areas)

- **24 elective credits**

interested in a topic but there’s no course offered? take an independent study!

Any student who finds they have an interest or specialization they would like to explore, but finds no existing course that would allow them to do so, can develop an Independent Study. This is a self-directed course that you will develop with a faculty member of your choice (as long as they agree to it.)

here’s how the independent study process works:

- Compile a proposal for your Independent Study. This should include a list of required readings and potential assignments, along with a short description of your goals. Be sure to do this prior to approaching your professor.
- Contact your chosen professor and respectfully request that they help you develop your Independent Study.
- Fill out the [Independent Study Form](#). This form will serve as a document of what you and your professor agreed upon when planning the Independent Study.
- Submit this form, along with the proposal, to the Plan G Coordinator for approval.
- Once approved, request a permission number from the Program Associate. This will allow you to register for your Independent Study on PAWS.
- Register for ENG 799 with your chosen professor.

Note: At the PhD level, students should take no more than 6 credits of Independent Study.

Transfer Credits

You can transfer up to 27 credits from your Master’s program into the PhD. These credits need to be approved both by your advisor and the Graduate Coordinator. If your Master's is from another institution, many of your transferred credits will likely be counted as elective courses.
PhD MILESTONES

Phase 1: Complete Coursework

- **Begin filling out your Program of Study** - During your first semester, you should download and begin filling out the Program of Study form with your assigned advisor. This form will help you keep track of the courses you have taken, need to take, and plan to take.

- **Select a (provisional) Advisor** - During your second semester, select a provisional advisor. This may be the faculty you were assigned to upon entering the program or another faculty member you would like to work with. To help choose, you should think about which professors you’ve worked particularly well with, and which have similar scholarly interests to your own. When choosing an advisor, ask the faculty member you would like to work with if he or she is willing to be your advisor. If the faculty member agrees, inform the Associate Chair for Graduate Studies to make sure there are no conflicts. You should meet with

- **Complete the Academic Review** - After completing 12 credits (usually the first year of the PhD), students who did not complete their MA at UWM, the Academic Review is used to help gauge student performance in the program and guide students on their remaining coursework and scholarly trajectory. If you received your MA at UWM in the PTW program, you do not need to participate in the Academic Review process.

  There are several steps involved in the Academic Review process including:

  - Form a Committee - This committee should include three faculty (your academic advisor and two others)
  - Fill out and submit a Declaration of Committee form.
  - Prepare a Review Portfolio including two unrevised course or seminar papers completed at UWM, MA and UWM doctoral transcripts, Program of Study form, and a reading list of 20-25 books
  - Distribute your Portfolio to your committee two weeks before the Review
  - Complete the Review - an Academic Review lasts approximately 1.5-2 hours. Students should be prepared to answer broad, open-ended questions about how the reading list texts relate to each other, to the papers, or to the student’s goals direct questions about specific theories, authors, and concepts.

Upon completion of your review, your committee will decide one of the following to remove provisional status and a) continue in the concentration b) continue in concentration contingent upon completing a specific course or courses in areas judged to be weak, or upon rewriting one or both papers in accordance with the committee standards or recommendations or you may be dismissed from the program. A student’s committee may also require students to take additional courses in excess of the 54 credits required for the PhD.
Phase 1: Course Work Continued

- **Complete your Second Language or Research Tool Requirement (SLoRT)** - All Professional Writing PhD students are required to demonstrate proficiency in two SLoRT areas. Students typically complete this requirement prior to the Preliminary Examination process. Students admitted before Fall 2016 have the option of choosing between the traditional option and SLoRT option. Students admitted after Fall 2016 will be follow the SLoRT requirement.
  - **Traditional** (for students admitted before Fall 2016) - Doctoral candidates are required to demonstrate proficiency in a second language. The student’s major professor and the Associate Chair for Graduate Studies must approve the choice of a language. If a student’s major professor considers proficiency in more than one language necessary to the student’s specific plan of study, exams in more than one language may be required. Proficiency is defined as a reading knowledge of a second language.

- **SLoRT** - Doctoral students in Plan G are required to demonstrate proficiency in two second languages or research tools. Chosen languages or tools should have direct relevance to the student’s program of study. Students may demonstrate proficiency through completion of appropriate coursework in a natural language, a computational language, and/or a cognate discipline (e.g. communication, linguistics, anthropology, public health) methodology. Eligible courses include advanced undergraduate courses in natural or computational languages and graduate methods seminars in cognate disciplines. Proficiency may also be demonstrated in the case of either natural or computational languages through the completion of an exam. Proficiency examinations for computational languages will require students to complete a complex programming task related to his or her course of study.

---

**Student Spotlight**

Molly Kessler
SLoRT Requirement

What SLoRTs did you take?
“I took Eng 806: Conversation Analysis and Nursing 808: Multivariate Statistics for Healthcare Research as my slorts.”

Why did you choose to take research method courses instead of the language exam?
“I choose to do research methods courses instead of the language exam because I am committed to inter-disciplinary methods and research. Taking methods courses outside of professional and technical writing has helped me to expand my knowledge and experience in research.”

What advice do you have for students who are considering different SLoRT options?
“I would tell future slort takers to not be afraid to branch out a little! I am the only non-nursing student in 808 but I have learned so much in just one semester. It can be intimidating to step into a classroom full of experts in another discipline, but it has been an incredible learning opportunity.”
Phase 2: Preliminary Examination

All PhD students must complete Preliminary Examinations within one semester of completing coursework. Typically, called “prelims” these exams demonstrate expertise in three content areas within the discipline of PTW. Possible content areas include Rhetoric of Science, Usability Testing, Visual Rhetoric, and PTW Pedagogy (these are just a few of many possible content areas).

- **Complete the Application for Doctoral Preliminary Examination form** - Prior to the semester in which you plan to take your prelims, you must submit the Application for Doctoral Preliminary Examination form through the Graduate School. You can find the form [here](#).

- **Select your Preliminary Examination Committee** - Either when you are on working on your last three credits or after you have completed your coursework, select your Preliminary Examination Committee and complete the Declaration of Committee form.

- **Write your Preliminary Examination Proposal and submit it to your committee** - After selecting your committee, work with those faculty members to draft and finalize your Preliminary Examination Proposal aka “prelim proposal.”

- **Read, read, read, (once your proposal has been approved)** - You should spend approximately one semester preparing for your prelim exams by reading the texts selected for each content area. During this time, you and your committee will independently prepare questions for your prelim exams. You may enroll in 3 credits of ENG 990 (reading credits) during this semester.

- **Complete your Written Preliminary Examination** - After approximately a semester of reading, studying, and preparing, you first complete a written prelim exam. You have the option of completing the written exam over the course of one 72-hour period or over 3 individual 24-periods. Most students choose the 72-hour option in which the chair of your prelim committee will email your questions to you and you have 72 hours to write three 10 page essays (one per question) responding to your questions. If you and your committee decide to use the three 24-hour periods option, you will receive one question per 24-hour period.
Phase 3: The Dissertation

- **Apply for Dissertator Status** - Upon completing the preliminary examination, students can apply for dissertator status by filling out the Application for Doctoral Dissertator Status on the Graduate School's Doctoral Milestones system.

- **To be eligible for dissertator status, doctoral students must have:**
  - passed their preliminary exam and satisfied the SLoRT requirement
  - fulfilled the residence requirement
  - achieved a 3.0 GPA in the doctoral program (Teaching Assistants must maintain a 3.33 GPA to remain eligible for the TA. (See ‘Teaching Assistantships’)
  - cleared any incompletes
  - submitted either a brief summary of the dissertation topic to the Graduate School or have an approved Dissertation Proposal Hearing form on file there (see Dissertation)

**Note:** Once dissertator status has been granted, you must maintain continuous registration by enrolling in 3 research/dissertator credits in ENG 990, not ENG 888 or 999. If you are a graduate assistant, you will receive a pay increase once you have achieved dissertator status (for the next contractual period as defined by the published academic year calendar)

- **Select your Dissertation Committee** - Much like your Master’s thesis committee or Academic Review committee, you must select five faculty members, including your academic advisor to be on your Dissertation Committee. To officially declare this committee, complete and submit a Declaration of Committee form. All members of your committee must be approved by the Department of English and Graduate School.

- **Write and submit your Dissertation Proposal** - After your committee is formed and before beginning your dissertation itself, work with your committee to draft and finalize your dissertation proposal. This proposal should describe or explain your topic, the argument you are proposing, the current state of scholarship related to your project, the scope, the methodology, the anticipated results or conclusions, and the significance of the work.

  **When creating your proposal**

  Your proposal should be a chapter-by-chapter outline of the material to be covered and a description of the methodology to be used to discuss or treat that material. It should be 7-12 pages in length, including your works cited.

  You must also complete and have your committee sign a Dissertation Proposal Cover Sheet that indicates your committee's approval of your project. Your proposal must be submitted and approved by the GPC.

  - [Dissertation Proposal Cover Sheet]
Phase 3: The Dissertation Continued

- **Complete your Dissertation Project** - Without successful completion of the dissertation project, you are considered ABD (All But Dissertation) if you have successfully passed prelims. You should work closely with your advisor to complete your research/scholarly project, and then, to draft, revise, and finalize your dissertation. Typically this process takes about two years.

- **Submit your Application for the Doctoral Defense and Graduation form** - This form must be submitted to the Graduate School early in the semester a student intends to defend their dissertation and graduate.

- **Complete the Doctoral Exam** - Upon completion of your dissertation, you must successfully defend it to your committee during the doctoral exam. For more details on this process, see (hyperlink) Doctoral Exam.

Relax and be proud!

If you have made it to this milestone, you have successfully completed your PhD at UWM. Congrats Dr.!

Student Spotlight

Avery Edenfield
Dissertation

**What is your dissertation project and how did you become involved in it?**

“I’m researching communication within post-capitalist economic models like co-ops and collectives. My dissertation is a qualitative research project in a cooperative in Milwaukee. Using actor-network theory and a sociocultural approach to genre, I argue in such a socially-dynamic business where a broad range of actors have access to the structure of the business and participate in decision-making, texts are particularly important for collaboration and stability. For example, texts like bylaws and employee handbooks represent concretized compromises from members with competing interests and motives and these compromises enable collaboration.”

**What is the process like for writing your dissertation?**

“I initially started researching something completely different. I volunteered at a cooperative and realized that we were having all of these unique communication problems that I didn’t see reflected in current professional communication literature. So, I decided to contribute something that would help organizations like the one I worked out, and also add to professional writing scholarship something I found was missing.”
PhD POLICIES

- **Time limits** - Students must pass their preliminary examination within five years from the date of initial enrollment in the doctoral program and must complete all degree requirements within a total of ten years in the doctoral program.

- **Residence requirement** - All doctoral students must meet the Graduate School’s residence requirement. To satisfy this requirement, students must complete 8-12 graduate credits in each of two consecutive semesters, excluding summer sessions, or 6-8 graduate credits in each of three consecutive semesters, excluding summer sessions. Students cannot earn any residence credit while working toward the MA degree. Always check with the Associate Chair for Graduate Studies or the Graduate School if there are questions regarding the residence requirement.

- **Appealing Academic Decisions** - The Department of English uses the process specified by the UWM Graduate School for appealing academic decisions such as grades or academic standing.
Plan G offers a 15 credit certificate program in professional writing and communication. The certificate teaches students skills in editing, communication, document design, technical writing, and professional writing.

How do I know if I qualify for the program?
Interested? In order to complete the application process, you must:
- Have an undergraduate degree
- Produce a 10-20 page writing sample
- Provide three letters of recommendation
- Write a one-to-two page document detailing your reasons for wanting to pursue a graduate degree/certificate in professional writing

If you have further questions about the Certificate program, contact Dave Clark at dclark@uwm.edu. If you have additional questions about the application process, contact Alex Gillen at agillen@uwm.edu.

Requirements
In order to complete the certificate program, you have to complete 15 credits: 9 credits from the English department, and 6 from the Communication department. In certain circumstances, however, it's possible to take all English courses if you gain approval from your coordinator.

Eligible Course Breakdown

**Online Courses**
- COMM 710 | Managerial Communication
- COMM 813 | Seminar in Mediated Communication
- ENG 427 | Professional Writing for Nonprofits
- ENG 431 | Topics [Example: Global Business Communications]
- ENG 435 | Professional and Technical Writing
- ENG 443 | Grant Writing
- ENG 444 | Technical Editing
- ENG 449 | Writing Internship in English
- ENG 709 | Rhetoric, Information, and Technology
- ENG 711 | Topic: Writing for Social Media
**Face-to-Face Courses**

COMM 810 | Studies of Communication in Organizations  
COMM 815 | Communication Technologies in Organizations  
COMM 820 | Communication in Customer Service Settings  
COMM 823 | Seminar in Small Group Communication  
COMM 827 | Seminar in Instructional Communication  
COMM 830 | Negotiation  
ENG 433 | Creative Nonfiction  
ENG 434 | Editing and Publishing  
ENG 439 | Document Design  
ENG 706 | Professional Writing Theory and Pedagogy  
ENG 712 | Professional Writing Theory  
ENG 713 | Research Methods (Topics)

**Certificate Restrictions/Policies**

- You must complete the certificate program within 3 years of initial enrollment  
- You must maintain a 3.0 GPA with classes taken towards the certificate  
- You may opt to take all your courses so they relate to professional writing, per approval from your Certificate Coordinator  
- You may transfer graduate credits from other institutions per the Graduate School policy and the approval of your Certificate Coordinator

**Transferring to the Master’s Program**

Let’s say you’ve been in the PWC program and you’d like to transfer over to the Master’s program for professional writing. Up to six credits from your certificate program may transfer towards a graduate degree upon approval from a graduate coordinator. Note: Attaining a Master’s degree is a longer process, but still very much worthwhile!
The following table features the course requirements for each of the PTW graduate programs. If you are considering moving from the Certificate to the MA or the MA to the PhD, this table may be helpful to compare the requirements from program to program.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Certificate</th>
<th>Master's</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (Theory and Research)</td>
<td>---</td>
<td>• 712</td>
<td>• 712</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 713</td>
<td>• 713</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 706</td>
</tr>
<tr>
<td>400-level (U/G) or 700-level Professional Writing</td>
<td>9 credits of the following</td>
<td>12 credits of the following*</td>
<td>21 credits of the following*</td>
</tr>
<tr>
<td>Practice or Pedagogy</td>
<td>• 435</td>
<td>• 431</td>
<td>• 431</td>
</tr>
<tr>
<td></td>
<td>• 436</td>
<td>• 433</td>
<td>• 433</td>
</tr>
<tr>
<td></td>
<td>• 444</td>
<td>• 434</td>
<td>• 434</td>
</tr>
<tr>
<td></td>
<td>• 708</td>
<td>• 439</td>
<td>• 439</td>
</tr>
<tr>
<td></td>
<td>• 709</td>
<td>• 444</td>
<td>• 444</td>
</tr>
<tr>
<td></td>
<td>• 710</td>
<td>• 701</td>
<td>• 701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 706</td>
<td>• 706</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 707</td>
<td>• 707</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 708</td>
<td>• 708</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 709</td>
<td>• 709</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 710</td>
<td>• 710</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 711</td>
<td>• 711</td>
</tr>
<tr>
<td>800-level Seminars in Professional Writing or related area**</td>
<td>3 credits</td>
<td>15 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td></td>
<td>• 855</td>
<td>• 855</td>
<td>• 855</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8XX</td>
<td>• 8XX</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 8XX</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 8XX</td>
</tr>
<tr>
<td>Other</td>
<td>6 credits of the following within the Communication Department</td>
<td>3 credits in an Internship or a 700-level elective that could lead to your thesis</td>
<td>24 credits TBD with advisor</td>
</tr>
<tr>
<td></td>
<td>• 627</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 810</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 813</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 823</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 827</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**No more than 6 credits can be at the 400-level or be in interdisciplinary areas.

**Most common “related areas” are Plan B (Rhetoric and Composition) courses and courses in the Communication department. These are approved on an individual basis by your advisor.
There are several opportunities for PTW students to receive funding for their studies including teaching assistantships, research assistantships, project assistantships, and fellowships. The workload associated with a given assistantship determines the size of the stipend and if tuition remission is given. For specific information on assistantships, students should visit the Graduate Assistant Resources website.

**How long can I be funded?**

- Master’s students are eligible for up to two years.
- PhD students are eligible for up to five years.
- Renewals are granted based on progress toward degree, strong classroom performance, and good academic standing.

**TEACHING ASSISTANTSHIPS**

Plan G graduate students have the opportunity to teach a variety of courses within PTW, as well as in First-Year Composition (FYC). However, before students are considered qualified to teach, certain graduate courses in the Department must be taken. In the following sections, PTW TAs and FYC TAs will be outlined in detail.

**Becoming a TA**

Students who wish to be considered for a TA, whether in PTW or in First Year Composition (FYC) should submit an application form to the English Graduate Studies office by December 15th of the year prior to receiving the funding. Current TAs wishing to renew their funding must also submit an application form by December 15th to be eligible for renewal.

**PTW Teaching Assistantships**

In order to teach PTW Courses, students must complete ENG 706: Professional Writing Pedagogy. This course is considered a prerequisite, therefore, unlike ENG 701, which can be taken simultaneously during the first semester of teaching, ENG 706 must be completed in advance of teaching PTW courses. Taking 706 may be waived by the program coordinator if a TA can demonstrate significant teaching or work experience in business, technical, or professional writing or closely related areas. After completing ENG 706, PTW TAs are qualified to teach the following:

- ENG 205
- ENG 206
- ENG 207
- ENG 214
- ENG 310
- ENG 4XX*

*Sometimes toward the end of their studies, PhD TAs have the opportunity to teach one 400-level (U only) topics course. Students should discuss this with their advisor toward the end of their programs.
**TA Prioritization Policy**

Among qualified TAs, priority of opportunity to teach professional and technical communications courses (both during the academic year and during the summer sessions) will be apportioned as follows.

1. TAs whose sole teaching assistantship is in the professional and technical communications service program.
2. PhD students who have completed ENGL 712 or two graduate courses in professional and technical communications
   - 4th year before 3rd year, 3rd before second, second before first
3. MA students who have completed ENGL 712 or two graduate courses in professional and technical communications
   - 2nd year before 1st year

Note: Among qualified students, teaching assignments will be made based on relevancy of coursework and/or research interests. That is, students who have taken additional coursework and/or have research experience in business writing will be more likely to be assigned to 205. The same is true of technical communications and 206, medical communications and 207, and science and technologies studies and 310.

**First-Year Composition Teaching Assistantships**

Traditionally, Plan G students begin by teaching FYC, beginning with ENG 101. In order to teach in FYC, all Teaching Assistants must complete ENG 701: The Teaching of College Composition.

TAs take 701 during their first semester of teaching, so TAs simultaneously teach 101 while taking 701. After completing 701 during the fall semester, students have a “course release” during the spring semester, so they can complete a research project while teaching a 101 again. The following fall semester, TAs will teach 102.

After this three-semester sequence, students often stay teaching 101 or 102, but sometimes will move to other first-year writing courses like 100 (Introduction to College Reading and Writing).

**PROJECT ASSISTANTSHIPS**

Much like the research assistantship, a project assistantship allows you to work with a faculty (or a group of faculty) on a variety of on-going projects in PTW program. Previous project assistants have worked on developing and managing the English Department website and social media accounts.

**RESEARCH ASSISTANTSHIPS**

Occasionally, faculty in the department will have funding available to support research assistants on projects. The stipend and hour requirements are listed on the [Graduate Student Handbook website](#). Research assistantships vary based on the faculty and the projects underway at a given time. Usually, available research assistantships will be posted on the UWM English Department website and a call for applicants will be sent out to graduate students.

**SAMComm**

In addition to individual faculty research, the [Scientific and Medical Communications Laboratory](#) (SAM-Comm), located in Curtin 473, is devoted to cutting-edge research on effective and ethical uses of communication in a variety of scientific, technical, medical, and policy contexts. At the heart of SAMComm research is a state-of-the-art qualitative data analysis server which allows members to engage in comprehensive investigations of large communications data sets.
SAMComm researchers are currently focusing on three broad areas of inquiry:

- science-policy deliberation and decision making,
- interdisciplinary collaboration and education, and
- effective approaches for public outreach regarding innovation in scientific, technological, and health contexts.

Student Spotlight

Daniel Card
Research Assistantship

What research have you been involved with or what current research are you doing with SAMComm?

“I’ve been fortunate to work on a number of research projects through SAMComm, including a study of 1) continuing medical education, 2) catalyzing trans-disciplinarity for wicked problems, and 3) the role conflicts of interest and public participation in federal pharmaceuticals policy. Currently, I am involved in a collaborative project with researchers in the School of Freshwater Science in which we are exploring the role of environmental assessment in federal pharmaceutical regulation.”

How has working with SAMComm informed your own research?

“My experience in SAMComm has shaped the way I approach my personal research. My work in SAMComm not only exposed me to a wide range of qualitative and quantitative methods, but has led me to creatively select and integrate methods so as to more effectively approach the problems I work to address.”

What opportunities have you had with SAMComm?

“In addition to gaining experience with a huge range of methods, working in SAMComm has led to a number of conference presentations. It’s been amazing to present alongside people who wrote the articles that got me interested in the field in the first place.”

Fellowships

The Graduate School offers fellowships in four categories:

- Advanced Opportunity Fellowship,
- Chancellor’s Graduate Student Award
- Distinguished Dissertation Fellowship
- Distinguished Graduate Student Fellowship

Each of these fellowships offers tuition remission and a stipend, much like the various assistantships. Fellowships differ from assistantships in that, they provide the tuition remission and stipend so that students may have extra time to focus on their own scholarship and research. If you are interested in applying for a fellowship, find more information on Graduate School’s Fellowship Award Processing Guidelines page.
PROFESSIONAL WRITING GRADUATE STUDENT TRAVEL AWARD

The Department of English’s Graduate Program in PTW offers partial funding to Plan G MA and PhD students for travel for data collection, archival research, or for presenting scholarly work developed while in your degree program.

For conference presentation travel, the events to which you travel must be hosted by an academic or professional organization related to your discipline. Travel to major regional, national, or international meetings in your discipline is the best use of this program.

Funded amounts vary depending on distance, receipt of prior support through this program, and other current support. Award amounts will typically for $300-400. The award will not normally be granted to the same student more than once per year. Funding is provided as reimbursement of expenses after the travel has been completed. Reimbursement requests pursuant to this award must follow all applicable university travel policies.

To apply, prepare a one page memo of justification explaining the purpose of the travel and its relevance to your academic career. The memo should include estimated costs for the entire trip and list other funding sources for which you are eligible. Requests for funds to travel to present your findings at a conference should include a copy of the letter of acceptance from the conference organizers. Completed applications should be sent to Dave Clark via email at dclark@uwm.edu. Applications will be evaluated by the Plan G faculty and award amounts will be determined based on eligibility, availability of other funds, and merit of the proposal.

You are also encouraged to seek travel support through the Department of English and the Graduate School’s Graduate Student Travel Support program to supplement any award you receive through this program.

Note: You must apply for funds prior to travel.

GRADUATE SCHOOL POLICIES

The Graduate School has various policies and procedures regarding credit load, stipend amounts, concurrent appointment, among other things. It is important if you are awarded a graduate assistantship that you read and follow all of these guidelines. To read them, visit the Graduate School’s Policies and Procedures page.
While at UWM, you’ll probably be involved in research at some point in the program. Whether it’s for a Qualitative Methods course (it’s required!), for a research assistantship, or for your dissertation, becoming familiar with the resources available to you will help you along in the process.

**Faculty and Students**

Feel free to reach out to faculty and other students about your research ideas. Your advisor is a good person to brainstorm ideas with and look to for guidance. You may also want to contact other PTW faculty based on their scholarly interests. Take a look at the faculty bios to find out what research our faculty is involved in (link here or have another table?). You also may consider collaborating with fellow students on a project or study. Check out our student interests on our PTW Students page.

**On-Campus Labs**

There are two main on-campus labs, which cater to PTW research: **SAMComm and the Usability lab**. SAMComm employs mixed methods research, largely using its state-of-the-art qualitative data analysis server which allows members to engage in comprehensive investigations of large communications data sets. For more information on research assistantships with SAMComm, check out the Funding section of this document.

The Usability lab, located in NWQB 2480, is ideal for students with course or internship-related usability projects. It is equipped with video recording software that allows researchers to capture usability testing sessions, which may be later reviewed with clients or stakeholders. Contact Kim Baker at kbaker@uwm.edu for more information.

You may also want to check out labs that aren’t affiliated with the PTW program depending on your research. **The Digital Humanities Lab** is an interdisciplinary space that encourages digital humanities research and regularly holds presentations and workshops.

**On-Campus Software**

There are a lot of choices when it comes to software for research, data management, and analysis. While you may want to check out some open source alternatives, UWM offers many free and reduced price options for these tools.

**Qualtrics** is UWM’s campus survey instrument, which all students have free access to. Unlike some survey software, you can make your survey truly anonymous (which will definitely make IRB approval easier). You also have the ability to customize the look of the survey and access to more advanced options, like skip logic.

For data storage and sharing, UWM recommends using **pantherFILE**. Similar to dropbox, pantherFILE allows you to store data online and grant permissions to who may see or edit your files. Students get 5GB of free data and can request additional data if needed. You can also use pantherFILE to host a basic webpage, which may be a helpful way to display your CV if you don’t want to pay site hosting fees.

On-campus computer labs also have access to a wide variety of software. Check out this list of available software to see what meets your own research needs. If you are looking to purchase software for your home computer, the **UWM Software Shop** has statistical analysis tools available, like SPSS, for a reduced cost.
The Institutional Review Board (IRB) is a committee that approves, monitors, and reviews biomedical and behavioral research involving humans. To determine whether your project needs IRB approval, ask:

- Does your project meet the definition of “Research?” – Are you planning or conducting a project with the goal of generating scientifically valid results that will be shared with other professionals in your field outside of UWM?
- Does your project involve “Human Subjects?” – Are you interacting with or observing people in person or online and collecting data about those people? OR Are you obtaining or accessing identifiable, private information about people? (From IRB website).

If your study does need IRB approval, you will submit a protocol form, consent forms, recruitment materials, and research materials (interview and/or survey questions, log templates) using the IRB Manager. Creating and filling out all of this documentation can be a lengthy process, so allow yourself plenty of time to complete and submit the paperwork.

For exempt or expedited studies, expect to hear back within one to two weeks on your study’s approval. For full-board review, it can take a month or longer for your study to receive approval.

Other Research Resources

- **Audacity** - audio editing software that is useful for transcribing recordings
- **Citation management software** - these are great for collecting, curating, and employing citations. Here are a few of the most popular ones:
  - Endnote
  - Evernote
  - Mendeley
  - RefWorks
  - Zotero
- **Citation search engines** - consider using these for literature reviews and review articles
  - Google Scholar
  - Web of Knowledge (available through UWM library)
- **Greg’s Grid** - a handy table to analyze research articles, but you can also apply it to your own study as an organizational tool. Greg’s Grid will also help with those elevator speeches about your research that you will likely be giving at conferences and workshops.
- **Swales’ Moves/CARS Model** - use these steps to create stronger abstracts, proposals, and introductions. Purdue OWL has a simplified explanation here.
- **Qualitative data analysis (QDA) software** - these can be used to enhance your coding efforts. Be aware that these tend to be quite expensive. Here is a table comparing some of the available software options.
A primary goal of the Professional & Technical Writing program is to prepare you for what comes next. Whether you are continuing in academia or moving into industry, Plan G has some great opportunities to help realize your professional goals.

**Internships**

Many students who have little workplace experience choose to take advantage of the internship program. Over the years, Plan G has established strong relationship with local companies. As a result, the plan has a wide array of options for placements. Students are also free to develop their own options should they find something that better addresses their professional goals.

The internship takes the form of a course. Beyond the work you’ll be doing for your chosen organization, the course component involves two reflective writing assignments and an overall assessment from both your supervisor and instructor.

If you think you’d like to intern, here’s what you’ll need to do:

- During the first half of the semester prior to when you’d like to intern, contact our internship coordinator, Dr. Rachel Spilka.
- Once you have decided which option is best for you, prepare and submit your application(s).
- Enroll in ENG 749 for the upcoming semester.

**Student Spotlight**

**Fallon Bubacy**

**Internships**

**What was your internship position?**

“For five months, I was a continuous improvement intern at Generac Power Systems in Waukesha. There, I created and managed templates for the deployment of standards across all Generac plants, documented processes, designed training materials, and generally helped brand and market a department-specific campaign to the rest of the organization.”

**Why did you decide to do an internship?**

“I chose to participate in an internship to gain industry experience before attempting to enter industry. I wore a number of hats in my role and this opportunity has benefitted me greatly.”

**Any advice for those considering an internship?**

“My advice to those hoping to enter industry is to get an internship during their time at UWM! Meet with Rachel to discuss what your interests are and what internships are available.”
Pedagogy

If you are a teaching assistant or plan on teaching in the future, there are a wealth of resources on campus that can help develop your approach to pedagogy.

- **ENG 706: Seminar in Professional Writing Theory and Pedagogy** - This course explores social, cultural, and pedagogical theory, making it a great opportunity for Plan G students to expand their perspective on teaching and develop new skills.

- **Center for Excellence in Teaching and Learning (CETL)** - The CETL holds regular skills-based workshops, covering a wide array of topics relating to pedagogy in both face-to-face and online settings.

Professional Associations

- **STC** - The Wisconsin chapter of the Society for Technical Communicators is a great resource for both learning and helping you find a job. Students can join at a discounted rate and take advantage of the many workshops and mentoring programs provided by the STC.

- **ATTW** - For those who wish to teach technical communication, the Association of Teachers of Technical Writing is a valuable resource for publishing and finding open positions within academia.

- **CPTSC** - Membership in CPTSC provides full access to the CPTSC website, qualifies individual members to apply for research grants, and supports the organization’s work in program development and assessment. Both individual and institutional members are welcome, and individual members are encouraged to suggest that their departments become institutional members.

- **SIGDOC** - The Association of Computing Machinery’s (ACM) Special Interest Group (SIG) on the Design of Communication (DOC) provides a forum for the effective interchange of information on technical documentation, software development, and user support for computer products and systems.

Professional Conferences

- **ATTW**
- **RSA**
- **CCCC**
- **CPTSC**
- **SIGDOC**

Journals

- **American Medical Writers Association**
- **Communication Monographs**
- **Computers and Composition**
- **Journal of Advanced Composition**
- **Journal of Business and Technical Communication**
- **Journal of Health Communication**
- **Quarterly Journal of Speech**
- **Rhetoric and Public Affairs**
- **Rhetoric Review**
- **Rhetoric Society Quarterly**
- **RNA**
- **Social Epistemology**
- **Social Science and Medicine**
- **Technical Communication**
- **Technical Communication Quarterly**
- **Written Communication**

Job Resources

- **MLA Job Board**
- **ATTW Listserv**
- **Rhet Map**
- **STC**