



Public and Professional Writing Certificate

Department of English • University of Pittsburgh
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Certificate Requirements Worksheet

When you are accepted to the program, we will ask you to submit this form. We will update it as you complete requirements, and we'll use it to certify your work when you apply for graduation and the PPW Certificate the term before you graduate. Please notify us as you complete requirements so that your record is up to date.

Name _____ Permanent Phone _____

Permanent Address _____

Email _____ Local Phone _____

Local Address _____

Student Number _____ QPA _____ My school(s) _____

My major(s) _____

Expected date of graduation _____

I learned about the PPW certificate through _____

The Public and Professional Writing Program has my permission to view my transcript and to have the PPW Certificate recorded on it.

Signed _____ Date _____

Requirements

_____ Submitted letter of intent, resume, and 10-page writing sample and was accepted to the Certificate program on the basis of those materials.

_____ Resident in program at least a year before graduation

_____ Completed at least one of the three core courses:
Engcmp 400 _____ Engcmp 410 _____ Engcmp 420* _____

*Engcmp 500 Special Topics in Composition: Writing for the Public counts as Engcmp 420.

_____ Completed at least two approved 1000-level courses. (One of these courses may be a PPW internship.)

_____ Completed at least 18 approved credits.

_____ Applied to A&S and PPW for certificate the term before graduation. Date _____

Please note that you must get at least a B (not a B-) in any course that you count toward the PPW Certificate.

You need at least 18 credits. Provide details about the courses you have taken:

1. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

2. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

3. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

4. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

5. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

6. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

7. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

8. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

9. Course number _____ Term/Year _____ Grade _____ Credits _____

Course Title _____ Teacher _____

If any courses were PPW internships, please complete this section:

Sponsoring agency or company _____

Sponsoring agency or company _____

Sponsoring agency or company _____

Office Use

Transcript checked by _____ Date _____

Date verification and highlighted transcript sent to CAS _____

Certificate **mailed** or **presented** to student (circle one) Date _____