

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM TRANSMITTAL COVER PAGE

Department: English Date: 9/4/25

Title Of Course/Degree/Concentration/Certificate: Liberal Arts A.A. concentration in Professional Writing

Change(s) Initiated: (Please check)

- | | |
|---|--|
| ☐ Closing of Degree | ☐ Change in Degree or Certificate |
| ☐ Closing of Certificate | ☒ Change in Degree: Adding Concentration |
| ☐ New Certificate Proposal | ☐ Change in Degree: Deleting Concentration |
| ☐ New Degree Proposal | ☐ Change in Prerequisite, Corequisite, and/or Pre-/Co-requisite |
| ☐ New Course | ☐ Change in Course Designation |
| ☐ New 82 Course (Pilot Course) | ☐ Change in Course Description |
| ☐ Deletion of Course(s) | ☐ Change in Course Title, Number, Credits and/or Hours |
| | ☐ Change in Academic Policy |
| | ☐ Pathways Submission: |
| | ☐ Life and Physical Science |
| | ☐ Math and Quantitative Reasoning |
| | ☐ A. World Cultures and Global Issues |
| | ☐ B. U.S. Experience in its Diversity |
| | ☐ C. Creative Expression |
| | ☐ D. Individual and Society |
| | ☐ E. Scientific World |
- ☐ Change in Program Learning Outcomes
- ☐ Other (please describe): _____

PLEASE ATTACH MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

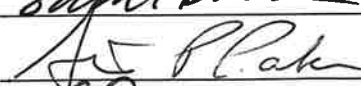
DEPARTMENTAL ACTION

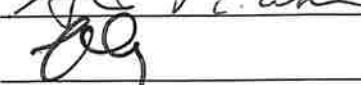
Action by Department and/or Departmental Committee, if required:

Date Approved: 9/4/25 Signature, Committee Chairperson: 

If submitted Curriculum Action affects another Department, signature of the affected Department(s) is required:

Date Approved: 9/4/25 Signature, Department Chairperson: 

Date Approved: 9/4/25 Signature, Department Chairperson: 

Date Approved: 9/4/25 Signature, Department Chairperson: 

Date Approved: 9/4/25 Signature, Department Chairperson: _____

Date Approved: _____ Signature, Department Chairperson: _____

I have reviewed the attached material/proposal

Signature, Department Chairperson: 



Department of English
Prof. Ann Del Principe, Chairperson

MEMO

TO: Fall 2025 Curriculum Committee

FROM: Ann Del Principe, Chair, English & Jacob Segal, Director of the Liberal Arts Degree Program

Sarah Dillon, Chair, Art
Stuart Parker, Chair, Behavioral Sciences
Scott Cally, Chair, Communications and Performing Arts

DATE: September 4, 2025

RE: Proposal for a new Liberal Arts concentration in Professional Writing

Concentration Name: Professional Writing
Departments: English

Introduction and Rationale

In business, creative, and community organizations, strong, versatile writing skills are more valuable than ever. This new concentration offers Liberal Arts students the opportunity to develop and hone the rhetorical skill and genre awareness necessary to write effectively in many different professional contexts—including community, healthcare, government, nonprofit, and industry—and across different digital platforms and environments. The Professional Writing concentration will help Liberal Arts students develop and refine the knowledge and skills they need to succeed in the writing demands they will face in their diverse future professional environments. It creates an opportunity for students to apply the rhetorical knowledge they developed via the core required Composition courses to professional audiences outside of academia.

Concentration

Description

This L.A. A.A. concentration has been designed in close collaboration with New York City College of Technology's English department, which offers a successful B.S. degree in Professional and Technical Writing. The concentration's requirements and options align with City Tech's program structure, and the appended memorandum of understanding details how City Tech will transfer the various classes into their B.S. program.

The Professional Writing concentration comprises three courses, 9 credits, as follows:

Required courses:

ENG 5300 Introduction to Professional Writing
ENG 5100 Writing for Technical & STEM Fields

And

1 other course chosen from among the following:

ENG 5200 Writing for Public Advocacy
ENG 6100 Digital Storytelling
ENG 6200 Writing for Digital Spaces

Transfer/Articulation

Below, we provide information about how the courses listed above transfer to New York City College of Technology and apply toward the B.S. in Professional and Technical Writing at that institution.

The [B.S. in Professional and Technical writing](#) requires 55 credits for courses in the major. Students in the Professional Writing concentration at KCC can complete 9 credits of the common major requirements toward the B.S. program

Kingsborough Course	Transfer equivalent at City Tech
ENG 5300 Introduction to Professional Writing	ENG 1133 Specialized Communication for Technology Students
ENG 5100 Writing for Technical & STEM Fields	ENG 2700 Introduction to Professional and Technical Writing
ENG 5200 Writing for Public Advocacy	ENG 4700 Special Topics in Professional and Technical Writing
ENG 6100 Digital Storytelling	ENG 3760 Digital Storytelling
ENG 6200 Writing for Digital Spaces	ENG 2720 Writing with New Media

Concentration Learning Outcome(s) and Assessment Plan

As a Liberal Arts A.A. concentration, the Professional Writing concentration will have just two unique learning outcomes that will be added to the general Liberal Arts program learning outcomes.

Concentration Learning Outcomes:

Upon successful completion of the Professional Writing concentration, students will:

1. Analyze varied professional writing contexts to determine the rhetorical considerations and genre requirements that guide the development of audience-centered written products.
2. Create written products across an array of professional, technical, collaborative, and creative situations that attend to the writing process conventions and genre norms of each context.

Concentration Assessment Plan:

Students' achievement of the concentration learning outcomes will be assessed via the following instructional and assessment activities that are common across all courses within the Professional Writing concentration:

- Individual and team writing assignments
- Metacognitive assignments requiring students to reflect on their learning and growth as professional writers
- Design and creation of websites that serve as portfolios of several major assignments in the course

Memo of Understanding

To: Ann Del Principe, Chair, English Dept. Kingsborough Community College
From: Patrick Corbett, Director of Professional & Technical Writing, City Tech
Suzanne Miller, Chair, English Dept. City Tech 
Date: April 25, 2025
RE: Course transfer equivalents between KCC's developed writing courses and City Tech's PTW baccalaureate program

Background

On March 11th and March 25th, the English Department Chairs of Kingsborough Community College (KCC) and New York City College of Technology (City Tech) and the Director of Professional and Technical Writing (PTW) at City Tech met to discuss the course transfer equivalents between KCC's developed writing courses and City Tech's PTW baccalaureate program. We also discussed the intent to use these courses to create a transferable concentration to the PTW program in the future.

Agreements

City Tech's PTW program supports the initiative of KCC's English faculty to expand the footprint of professional and technical writing courses within CUNY and will accept the five courses under discussion. Due to differences in the curricular structure of our colleges, programs, and courses we recommend the progression as listed below. The table following the explanations will provide more detail.

Required Courses

- Introduction to Professional Writing (as our ENG 1133)
- Proposed Course in Technical Writing (as our ENG 2700)

Justification: These courses together will prepare students similarly to our ENG 2700 (4-credit) course, which is a prerequisite for all further PTW courses at City Tech. Without these courses, KCC students may struggle unnecessarily with the expectations of 2000, 3000, and 4000 series courses in the PTW major.

Other Courses

- Eng 6200: Writing for Digital Spaces (as our ENG 2720)
- New Course: Digital Storytelling (as our ENG 3760)
- Eng 5200: Writing for Public Advocacy (as our ENG 4700)

Justification: City Tech's ENG 2720 course requires ENG 1101, ENG 1121, ENG 2700 as prerequisites and ENG 3760 requires these plus ENG 2720. We will count ENG 5200 as ENG 4700, our special topics course. In addition, we recommend that students take ENG 24 before transfer if possible.

	KCC course	Transfer course at City Tech	Notes
Required	Introduction to Professional Writing <i>Submitted spring 2025</i>	ENG 1133 - Specialized Communications for Technology Students	ENG 1133 serves as our "introduction to the field" course for City Tech's PTW program. The only City Tech prerequisite is ENG 1101 - English Composition I. The course is taught in a variety of ways, but focuses on helping students develop professional competencies for ENG 2700 and other upper-division courses in the PTW major.

Required	Proposed technical writing course. <i>Fall 2025 proposal anticipated</i>	ENG 2700 - Introduction to Professional and Technical Writing	ENG 2700 is a 4-credit course with two semesters of first-year writing as the prerequisite. KCC students who take both KCC's Introduction to Professional Writing and the proposed technical writing course will be prepared for ENG 2700. We acknowledge these students may not have yet taken KCC's Composition II (ENG 24). If they have not, they will be expected to do so the first semester in our program. The KCC technical writing course is being developed in consultation with City Tech's PTW program to ensure student preparedness for our B.S. program.
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Other	ENG 6200: Writing for Digital Spaces <i>Approved in fall 2024</i>	ENG 2720: Writing with New Media	ENG 2720 at City Tech is a course with ENG 2700 as a prerequisite because it requires significant rhetorical and process-based professional and technical writing skills. It is also a prerequisite for ENG 3760 - Digital Storytelling. Students who have taken both KCC's Introduction to Professional Writing and the proposed technical writing course, will be best prepared to fulfill ENG 2720 requirements.
Other	New Course: Digital Storytelling <i>Submitted spring 2025</i>	ENG 3760: Digital Storytelling	ENG 3760 is the capstone digital writing experience in the PTW program. Students are expected to have substantial professional and technical writing coursework before taking this course. There are no follow-on courses for which this is a prerequisite so we will accept KCC's Digital Storytelling course as an equivalent, but KCC students will need additional support and professionalization in digital writing despite fulfilling this equivalency, especially as a standalone course without ENG 6200 previously and required courses.
Other	ENG 5200: Writing for Public Advocacy <i>Approved in fall 2024</i>	ENG 4700 - Special Topics in Professional and Technical Writing	The PTW program does not have an equivalent for this course, so we are accepting it under ENG 4700. Even though ENG 4700 has ENG 1101, ENG 1121, ENG 1710, and ENG 2700 as prerequisites, there is no follow-on course that it supports so the only potential problem is if students want to take ENG 4700 while in the program, the course may not qualify for financial aid.