

**Faculty of Liberal Arts and Professional Studies (LA&PS)****Writing Department****BA Honours Professional Writing – Institutional Communications Stream****(2015/16 Program Checklist)**

<b>GENERAL EDUCATION - 21 Credits</b> 21 credits at the 1000 level, chosen from 3 different general education categories	<b>Credit</b>	<b>Complete or Incomplete</b>	<b>Grade</b>	<b>Notes</b>
1) Humanities or Social Science:	9			
2) Humanities or Social Science (whichever is not taken in line 1):	6			
3) Natural Science:	6			
<b>Total General Education Credits</b>	<b>21</b>			
<b>MAJOR – 48 Credits</b>				
<b>Program Core – 24 Credits</b>				
AP/WRIT 1003 6.00 Professional Writing: An Introduction	6			
AP/WRIT 1004 3.00 Research for Professional Writers	3			
AP/PRWR 2007 3.00 Rhetoric: Strategy and Application	3			
AP/WRIT 2003 6.00 Genres for Professional Writers	6			
AP/WRIT 2004 3.00 Writing and Digital Cultures	3			
AP/PRWR 2006 3.00 Fundamentals of Editing	3			
<b>Institutional Communications Stream – 24 Credits</b>				
AP/WRIT 3710 6.00 Introduction to Institutional Writing	6			
AP/PRWR 3810 3.00 Digesting Technical Information	3			
AP/PRWR 3820 3.00 Workshop in Presentation Strategies	3			
AP/WRIT 4710 3.00 The Ethics of Publicity	3			
AP/WRIT 4711 3.00 Practical Studies in Damage Control	3			
AP/PRWR 4800 3.00 Advanced Workshop 1: Visual Information and Document Design	3			
AP/PRWR 4801 3.00 Advanced Workshop 2: Multimedia Authoring and Practices	3			
<b>Total Major Credits</b>	<b>48</b>			
<b>Credits Outside the Major – at least 18 Credits</b>				
Course Outside WRIT and PRWR:	6			
Course Outside WRIT and PRWR:	6			
Course Outside WRIT and PRWR:	6			
<b>Total Credits Outside the Major</b>	<b>18</b>			
<b>Free Choice: 33 Credits</b> (Could be extra WRIT or PRWR courses)				
Any course:	6			
Any Course:	6			
Any Course:	6			
Any Course:	6			
Any Course:	6			
Any Course:	3			
<b>Total Free Choice Credits</b>	<b>33</b>			
<b>TOTAL DEGREE CREDITS</b>	<b>120</b>			

**Requirement Checklist and Notes (To ensure graduation, each box must be checked 'completed')**

- Residency Requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.
- Upper-level Requirement: at least 36 credits at the 3000-4000 level. 18 credits must be at the 4000 level

**Upper Level Checklist**

<b>3000 LEVEL:</b>	<b>4000 LEVEL: must be at least 18 credits</b>
AP/WRIT 3710 6.00	AP/WRIT 4710 3.00
AP/PRWR 3810 3.00	AP/WRIT 4711 3.00
AP/PRWR 3820 3.00	AP/PRWR 4800 3.00
	AP/PRWR 4801 3.00

**Total = 36 credits (at least)**

NOTE: For the **GENERAL EDUCATION** category, a minimum of 6.0 credits must be chosen from each of Humanities, Natural Science and Social Science. General Education courses are offered at the 1000 level. A maximum of 9 credits in Humanities and Social Science will count towards fulfillment of the General Education 21 credit requirements. For approved LA&PS General education courses go to [http://www.yorku.ca/laps/courses/gen\\_education.html](http://www.yorku.ca/laps/courses/gen_education.html)

**IMPORTANT INFORMATION AND RESOURCES**

For an online version of your degree requirements, use the **Degree Progress Report** found here: [www.registrar.yorku.ca/mydegreeprogress](http://www.registrar.yorku.ca/mydegreeprogress)

**PLEASE NOTE:** This manual Degree Checklist is **only a guide** designed to assist students with degree requirements and course selection. It is not intended as the official confirmation of a student's eligibility to graduate as requirements may change from year to year. Satisfaction of all degree requirements will be officially determined by the Registrar's Office upon application to graduate. Students are advised to make sure they are following the correct degree requirements by checking the Undergraduate Calendar of the year in which they entered their program.

**Academic Calendars:** [calendars.registrar.yorku.ca](http://calendars.registrar.yorku.ca)

**Academic Advising:** LAPS Student Academic Advising Services, 103 Central Square  
416-736-5222, [laps@yorku.ca](mailto:laps@yorku.ca),  
[Current Student Advising](#)

**Registration & Fees:** Student Client Services, Bennett Centre for Student Services  
(416) 872-YORK (9675)  
[Registrar's Office](#)

**Other resources:** [yustart.info.yorku.ca/all-resources-a-z](http://yustart.info.yorku.ca/all-resources-a-z)

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