Instructions for the Department of English
Program Requirements Worksheet

DARS

DARS is the acronym for the Degree Audit Reporting System – an automated system that compares a student's coursework to the requirements for a degree and produces a report which shows the requirements that have been met, those that are still outstanding, and any course issues that may prevent the student from completing the degree. DARS is a valuable tool for students and faculty advisers as it provides on-demand access to a student's degree progress and will allow any deficiencies to be identified immediately and addressed in a timely fashion.

Running Your DARS Audit

Graduate DARS audits are not yet available online for student and faculty use. It is anticipated that access will be available beginning Spring Term 2013 and at that time, instructions on how to run your DARS audit will be available at http://www.pdx.edu/ogs/student-information.

What has DARS Changed?

Beginning Fall Term 2012, the Office of Graduate Studies transitioned to DARS audits, instead of using GO-12s, to conduct graduation audits for all master's degree programs. In addition, the GO-21M is now used only for Transfer credits (credits taken at another college/university). Requests for Pre-admission credits taken at PSU are now made using the Graduate DARS Exception Request form.
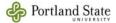
Graduate DARS Exception Request Form

The online Graduate DARS Exception Request form is what departments use to communicate DARS exceptions to OGS. The Graduate Program Administrator is designated by the Department of English to act as the exception requester and has been given access by OGS to the Graduate DARS Exception Request Form. Exception requests are conveyed via the Department of English Program Requirements Worksheet, signed by the advisor and delivered to the Graduate Program Administrator for the Department of English by the first Friday of the term in which the student is attempting to graduate.

Using the Worksheet

Student's work with their advisors to complete the worksheet and should bring a copy of their Unofficial Academic Transcript for reference when meeting with their advisor. The Unofficial Academic Transcript can be found by logging into banweb, going to the "Student" tab, and then selecting "View Unofficial Academic Transcript". When reviewing the student transcripts and completing the worksheet, advisors will need to pay close attention to the unmet requirements, ensure that all classes used to satisfy degree completion requirements are taken for a letter grade (P/NP cannot be used) , and ask themselves the following questions:

- Has the student taken all the coursework needed for the degree?
  - (*See attached curriculum requirements.*)

- Have course substitutions been approved for this student?
  - (*Indicated a substitution by selecting* **ER** ◯ *next to the course.*)

- Does the student have any coursework that has been waived by the department?
  - *(Contact the Graduate Program Administrator for directions.)*

- Does the student have any transfer courses that should be counting toward the requirements?
  - *(If so, have these courses been approved with a GO-21?)*

- Does the student have any PSU pre-admission courses?
  - (*If so, indicated a PSU pre-admission course by selecting* **PA** ◯ *next to the course.*)

- Does the student have any required courses that are more than seven years old at the time of graduation?
  - *(Contact the Graduate Program Administrator for directions.)*

- Does the student have any grades of C+, C, or C-? These grades are below the graduate standard and may be used toward the degree only with specific written approval from the Program Director.
  - *(Contact the Graduate Program Administrator for directions.)*

- Does the student have any required courses that have an Incomplete (I), Missing (M), or X grade?
  - *(Contact the Graduate Program Administrator for directions.)*

![Portland State University]

Program Requirements Worksheet for the
M.A. or M.S in Writing: Technical and Professional Writing

Student Name:	Graduation (Term/Year):
Contact E-Mail:	Student ID:

Please enter in all information for each course that will be used to satisfy the following requirements:

Core Courses: 16 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Electives: 16 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Specialization Tracks: 16 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Total Credits for Degree

Advisor Notes

Advisor Approval

_____   _____   _____

Advisor Name (please print)   *Advisor Signature*   *Date*

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Degree Completion Requirements for the
Master of Arts or Master of Science in Writing: Professional and Technical Writing

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Core Courses: 16 credits
- WR 525 Advanced Technical Writing
- WR 526 Document Design
- WR 527 Technical Editing
- MGMT 550 Organizational Management OR WR 560 Introduction to Book Publishing (may also be replaced with an alternate graduate business course with advisor approval).

Electives: 16 credits
- WR 504 Internship (Credit TBA)
- WR 505 Writing and Conference (Credit TBA)
- WR 510 Selected Topics in Writing (4) (Topics vary, including, e.g., Technical Publications Project Management, Writing for Presentations, Information Technology for Writers, Multimedia for PT Writers, Managing Web Communications, International Aspects of PTW, History of Business and Technical Writing, Legal Issues for Technical Writers, Public Relations Writing in Technical Industries, and many others. Consult the Bulletin for each quarter's offerings.)
- WR 529 Writing Computer Documentation (4)
- WR 530 Desktop Publishing (4)

NOTE: Students needing training in relevant software are encouraged to look for the WR 510 Trends series offered in Framemaker, RoboHelp, Adobe Creative Suite, and others.

Specialization Tracks: 16 credits
Students will select a specialization track in consultation with the program advisor. Possible specializations include publications management (e.g., Introduction to Book Publishing, Book Editing, Book Design & Production, Book Marketing, Bookselling, Publications Project Management, PT Editing, Workshops in Publication Technologies, Writing Seminars, Selected Topics, Internship), technical communication (e.g., Writing Computer Documentation, Writing for Presentations, Information Technology for Writers, PT Editing, Writing Seminars, Selected Topics, Internship).

Additional specializations outside of technical/professional writing include nonfiction (i.e., four courses from the nonfiction strand chosen in consultation with the advisor) and creative writing (i.e., four courses from the creative writing strand chosen in consultation with the PTW advisor).

Possible specializations outside the field of writing include business administration (management, marketing/public relations), communication (speech), computer science, environmental sciences and resources, and information systems. Students are encouraged to enhance their professional development by specializing in a series of courses that will create advantages in employment opportunities. Students will identify possible specializations in consultation with the program advisor and with an appropriate faculty advisory from the related discipline.

In consultation with the School of Business Administration, for example, M.S. advisors have identified the following series of courses that would serve well technical communicators in the workforce:

- Marketing 544 Marketing Management
- Marketing 548 Product Management & Innovation
- Marketing 552 Relationship & Service Marketing
- Marketing 555 Technology Marketing
- Management 544 Technology Management
- Management 545 Managing Technological Innovations
- Management 556 Organizational Politics
- Management 560 Managerial Responsibility & Public Policy