A Practical Guide for Students

Communication is key!

You are invited to engage in our face-to-face approach to teaching and learning – talking in person is a tried and true method for dealing with all sorts of issues surrounding your studies. Therefore, topics for term papers, oral or written exams, and literature lists for exams should be discussed in person with Prof. Bongartz during office hours (or in the colloquium you may be attending – or at the end of one of her other classes that you are enrolled in). Please feel also free to approach Prof. Bongartz in case of any needs you may have that require special accommodation.

Up-to-date information about Prof. Bongartz’ office hours can be found here: [http://anglistik1.phil-fak.uni-koeln.de/contactofficehours.html](http://anglistik1.phil-fak.uni-koeln.de/contactofficehours.html) (no sign-up necessary!).

**IMPORTANT**: Often, the issue you wish to bring up with us might not be yours alone. We have therefore tracked some frequently asked questions (FAQ) on our webpage (actually, not just some :)). Please be sure to check there for more information **BEFORE** you go into email mode. Click here: [http://anglistik1.phil-fak.uni-koeln.de/pruefungsvorbereitung.html](http://anglistik1.phil-fak.uni-koeln.de/pruefungsvorbereitung.html)
Caution – semester break schedules are different!

In general, all our research activities, conference presentations and invited research stays occur during semester breaks. Prof. Bongartz will usually offer at least one office hour per month at those times. However, she will frequently be away from campus with limited or no access to email. Semester office hours will be announced ahead of time on our webpages, as well as on the departmental webpages. Exam papers, theses, and credit assignments ought to be discussed in a timely fashion and, if at all possible, during the course of the semester.

Deadline for term papers:

Summer semesters: 15.09. - Winter semesters: 15.03.

Note that final papers must always deal with a topic of English linguistics and connect up with class content. Please clear all topics before setting down to write.

Usually, the expectation is that papers be prepared to meet the deadline following the semester when a class was taken. Due to KLIPS requirements, extensions are no longer available. In case you have special concerns about structure, content, or meeting deadlines please be aware that such matters are for discussion during office hours only.

Locating linguistics content…

Class syllabi are just a starting point, please also make use of databases such as LLBA or ERIC and be sure to consult handbooks and journal articles. Use recently published studies.

For a more informal awareness about the many colorful, important, and interesting things that relate to linguistics, language acquisition, and multilingual societies, you may also check out and contribute to our FB group ‘Bi/Multiculturalism in Cologne.’