

Preparatory Information for Oral Exams with JProf. Dr. Judith Rauscher

1. **Before Registration:** Send an email to Prof. Rauscher with your proposed exam topic/s and information on whether you intend to take the exam during the first or the second exam period of the semester (i.e. at the beginning of the break or at the end of the break). Make sure to contact Prof. Rauscher before you officially register for the exam, so you have enough time to prepare your chosen topic/s and select primary materials. Sign up for an office hour with Prof. Rauscher via the scheduler in order to discuss your chosen topic/s and your (preliminary) list of primary materials.
2. **Registration/Deregistration via Klips:** Register for the oral exam via Klips 2.0. Make sure you meet the official registration deadline that applies to your module. Please note that deadlines for registration and deregistration may vary, depending on your course of study. Please also note that deregistering from the exam (before the deregistration deadline) is different from withdrawing from the exam with justified cause (after the deregistration deadline; see below).
3. **Registration at the Department:** Circa 14 days before the exams are scheduled to take place (i.e. around the deregistration deadline), you will receive an email asking you to sign up for an exam date and timeslot via the scheduler. Make sure that you book an exam slot, not a slot in one of Prof. Rauscher's office hours. If there are no exam slots available anymore during the exam period you have registered for, please contact Prof. Rauscher so she can add additional exam slots.
4. **Registration Form:** All students taking an oral exam in American studies are required to fill out and submit the form "Institutsinterne Anmeldung zu mündlichen Prüfungen" (see department website). B.A. students also need to submit a transcript of records as proof that they have completed the required courses. Please send the form (and transcript) along with your final reading lists via email to B. Eltschig (beltschi@uni-koeln.de).
5. **Primary Materials:** It is part of your exam to select relevant primary materials for your chosen topic/s. On the B.A. level, you are required to choose one topic (based on the course taught by the instructor you are taking the exam with). On the M.A. level, you are expected to choose two topics. For each topic, you need to fill 10 'slots.' Common primary materials filling one slot are novels, plays, films, or book-length comics. You can, however, also fill a slot (i.e. replace a novel/film/play) with 3-5 poems, 2-3 short stories, 2-3 TV episodes or 3-5 photographs/artworks. Please note that secondary materials (i.e. scholarly works on your chosen topics) cannot be part of your list of primary materials. Works of literary/cultural/critical theory can be included in the lists, if they are central to your chosen topic. If your chosen topic/s mix different media, half of the selected primary work have to be literary texts. If one topic in an M.A.-level exam focuses only on visual media, the other topic must focus on literature.

Please, indicate the following information on your bibliography (reading list):

- Name and matriculation number
- Degree program (f. ex. B.A. English Studies/ M.A. North American Studies, LA GyGeBK)
- Type of exam (i.e. Oral exam in the Module XYZ)
- Name of examiner (i.e. Jun. Prof. Dr. Judith Rauscher)
- Date of exam, semester
- Contact data: email address

List of Primary Materials: Please send an electronic copy of your list of primary materials via email to Prof. Rauscher (judith.rauscher@uni-koeln.de) for approval as early as possible during the term in which you aim to take the oral exam. Once approved and finalized, please also send your list of primary materials to B. Eltschig (beltschi@uni-koeln.de), along with your internal registration form (and transcript).

6. **Thesepapier:** Please send a compilation of your main ideas/ arguments/ observations/ thesis statements (Thesepapier) about your chosen topic/s and primary materials to Prof. Rauscher (judith.rauscher@uni-koeln.de) and B. Eltschig (beltschi@uni-koeln.de) no later than **a week before the scheduled exam date**. Your *Thesepapier* should consist of full sentences formatted as bullet points (please avoid continuous paragraphs). It should not exceed 1 page per topic (commonly students come up with around 6-10 statements per topic). Ideally, each observation/thesis statement should refer to several of your primary materials, if not the whole list of works. If you draw on secondary sources (i.e. scholarly articles or academic books) for your *Thesepapier*, please cite them and include a short works cited list on a second page (MLA style).
7. **Withdrawing from exams** after the official deregistration deadline on KLIPS has passed (f. ex. due to illness) requires a statement of justifiable cause (f. ex. a doctor's notice). In order to withdraw from your exam, please use the official form of the English department I and provide the necessary information for a justified withdrawal (available here: https://anglistik1.phil-fak.uni-koeln.de/sites/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/MB_Abmeldung_MAP.pdf).