

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

1. **Before Registration:** Send an email to Prof. Rauscher with your proposed exam topics 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 topics and select primary materials. Sign up for an office hour with Prof. Rauscher via the scheduler in order to discuss your chosen topics and your (preliminary) list of primary materials.
2. **Registration/ Deregistration via Klips:** Register for the oral exam via Klips 2.o. 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 (NAS!). 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:** Once registration via KLIPS has ended, 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 hand in the form "Institutsinterne Anmeldung zu mündlichen Prüfungen" (see department website). B.A. students also need to hand in a transcript of records as proof that they have completed the required courses. Please hand in the required documents in the student information office (SIO) or the administrative office (Sekretariat). **Covid-19 Update:** Please send the form (and transcript) via email to B. Eltschig (beltschi@uni-koeln.de).
5. **Primary Materials:** It is your task to select relevant primary materials for your chosen topics. On the B.A. level, the list of primary materials should include 8 primary sources per topic; on the M.A. level, it should include 10 primary sources per topic. Common primary materials are novels, plays, films, or longer comics. You can, however, replace a novel, play, film, or longer comics 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) do not count as primary materials. If both of your topics mix different media, a maximum of half of the primary materials per topic can be visual media. Half of the primary texts have to be literary texts. If one topic 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/ Bibliography: Please send an electronic copy of your list of primary materials via email to Prof. Rauscher (judith.rauscher@uni-koeln.de) and B. Eltschig (beltschi@uni-koeln.de) no later than **3 weeks before the exam date**. Please hand in a physical copy of your list of primary materials/bibliography in the administrative office. **Covid-19 Update:** A physical copy is currently not required.

6. **Thesenpapier:** Please send a compilation of your main ideas/ arguments/ observations/ thesis statements (Thesenpapier) about your chosen primary materials to Prof. Rauscher (judith.rauscher@uni-koeln.de) and B. Eltschig (beltschi@uni-koeln.de) no later than **10 days before the exam date**. Your *Thesenpapier* should consist of full sentences formatted as bullet points (please avoid continuous paragraphs). It should not exceed 1/2 page per topic / 1 page in total (commonly around 6-10 statements per topic). Ideally, each thesis statement should refer to several of your primary materials. If you draw on secondary sources (i.e. scholarly articles or academic books) for your *Thesenpapier*, please include a short works cited list on a second page.
7. **Withdrawing from exams** after the official deregistration deadline on KLIPS has passed (f. ex. due to illness or certain other personal emergencies) requires a statement of justifiable cause. In order to withdraw from your exam, please use the official form of the English department I and provide the necessary information (available here: https://anglistik1.phil-fak.uni-koeln.de/sites/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/MB_Abmeldung_MAP.pdf). Where necessary, also include a medical statement issued by your physician. **Covid-19 Update:** Please take note of alternative rules for exam withdrawals in effect during the pandemic.