



## CHECKLIST: MEETING WITH SUPERVISORS

When you contact a supervisor before the meeting, which is advisable, please make sure that you have an email address with your name in it, a concise subject line as well as a polite and court tone of language. If you have an attachment, make sure it is not too big and you should refer to it in your email.

This checklist can help you with planning your writing project. It contains important or necessary points which you should consider at the beginning of your project.

You can use it in different ways, for example to formulate questions you should or want to ask your supervisor. You can also use this checklist in a meeting with your supervisor and work through it together.

Maybe you can come up with more questions while reading through the list, so that, in the end, you have a complete document which contains all the frame work for your projects.

### Framework conditions

- Type of text
- Topic
- Extent of the work
- Latest date to hand it in
- Supervision: Is there the possibility for help during the writing time, staying in contact and getting feedback on small parts of the text?
- Non-lecture period: Are there times when the supervisor cannot be contacted?
- Will you talk about the work with you supervisor?
- Are there texts or authors that should be considered?
- How up to date does your literature have to be?
- To what extend can online sources be used?

### Literature

- Can you get assistance with the literature research?
- How much secondary literature is expected?

### Formalia

- Does the chair or institute have requirements for the form of your work and if so, where can you find them?
- Way of citation: Can you use footnotes or in text citations?

### Performance

- Can you/ Do you have to find your question or thesis yourself or do you get help with that?

- What kind of performance is expected of you and what kind of knowledge are you to present? If necessary, remind your supervisor that you are for example a study beginner or that the language is not your first language.
- How much of your own opinion can be in the text?
- In what context is it okay to use "I" in your work and where not? Why or why not?
- Concerning the language style: What is important to the supervisor when reading academic work? What is especially emphasised and what not?

Source following:  
Handout Schreibzentrum der Europa-Universität Viadrina.  
Concept: Writing Centre of TU Dresden, 2016.