Checklist: Meeting with Supervisors

When contacting your supervisor via e-mail, make sure that you have an email address with your name in it and a concise subject line. Make sure the language in your e-mail is polite and concise (cf. Writing Center of Europa-Universität Viadrina). If you have an attachment, make sure it is not too big and refer to it in your email.

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

You can use the list in different ways. For example, you can use it 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.

You may come up with more questions while reading the list so that you have a complete document containing the entire framework for your project.

After each consultation, send a record of your meeting to your supervisor. This will prevent misunderstandings and allows you to refer to your agreements later (cf. Hirsch-Weber and Scherer p. 17).

Framework conditions

☐ Type of text (seminar paper, essay, report, minute takers…) -> Characteristics of this type of text?

☐ Topic

☐ Scope of your work; for longer works: the scope of individual chapters (if applicable)

☐ Latest deadline

☐ What is the latest date your work can be registered? For final theses: What preparations for your project are you allowed to make before you register?

☐ Is it possible to extend the deadline?

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☐ Supervision: Does your supervisor offer consultations during the working process, feedback on text samples, introduction, exposé etc.? How do they prefer to communicate with you?

☐ Semester break: Are there times when your supervisor is unavailable?

☐ When will your work be returned?

☐ Will your supervisor comment on your work and discuss it with you if necessary?

☐ What additional services can you use (e.g. writing consultation, consultations at SLUB TextLab...)?

☐ What university resources can you use for your project (e.g. labs, software...)?

☐ For theses, larger research projects and cooperations with companies: Do certain confidentiality agreements apply to you? What is to be considered regarding employment contracts, security instructions or access authorizations?

(cf. Hirsch-Weber and Scherer p. 17f; Writing Center of Europa-Universität Viadrina)