

ENGLISH AND AMERICAN STUDIES AT HUMBOLDT-UNIVERSITÄT ZU BERLIN



FACHSCHAFT

ANGLISTIK

AMERIKANISTIK

HU BERLIN

Imprint

Fachschaftsinitiative Anglistik/Amerikanistik
Humboldt-Universität zu Berlin
Unter den Linden 6 • Raum 3016a
10099 Berlin
fsi_anglam@hu-berlin.de

Issue: WiSe 2019/20

Print run: 500

Print: Hausdruckerei der Humboldt-Universität zu Berlin,
Technische Abteilung, Unverkäufliches Exemplar

Photographs: Andre Schafft

Illustrations: Karlotta Nething, Helena Steckmeister, Charlotte Sorg

Editors: Miriam Brauer, Mara Buddeke, Olga Lesiewicz, Tomke Meyn,
Karlotta Nething, Onur Özsoy, Andre Schafft, Charlotte Sorg

Content

1. Hello There!	4
2. University Checklist	5
3. What Kinds of Courses are there?	6
4. English and American Studies	7
5. Floor Plan of UL6 & Campus Map	13
6. Important Contacts	16
7. Online and Offline: Libraries, Agnes, Moodle & Co.	17
8. University Politics	19
9. University Essentials: Exams, Term Papers, Essays and Studying Abroad	21



1. Hello There!

As you open this little booklet, you also open a new chapter in your life – It's time not only to explore the language, literature and culture of the anglosphere, but also to take the first tentative steps around your new university. This morning, you walked around the main building stretching high above your head, the gnarly linden trees slowly shedding their autumn leaves, and registered the benevolent smiles of Wilhelm and Alexander inviting you into the gates of our splendid main building – and then you probably asked yourself how on earth you were going to find the room you were supposed to be in in ten minutes. But then again, you may have questions altogether different from that – each student's whims, wonderments and worries differ from each other greatly. But if there is one thing that's for sure, it is that on their first day, everybody has at least one question of some sort. This is where we, the FSI AnglAm, appear on the scene to help.

Who are we?

The FSI AnglAm (aka **Fachschaftsinitiative Anglistik Amerikanistik**) is responsible for student representation within our department. We get funding from the university and get to have a say in several of the university's internal committees (named interesting things like KLS or FRIV, see chapter 8), which gives us the ability to support the student body in most matters.

What do we do?

We meet once a week to discuss happenings in aforementioned internal committees and the department of English and American studies (check out Facebook for additional info!). We also fulfil a mediating function between lecturers and students, answer questions of the bureaucratic sort and generally always have an open ear for students' questions and concerns. We also do our best to improve students' university experience by organising

guided study groups before exams, supporting you in creating your timetable and hosting social events like student trips, pub crawls, movie nights, BBQs and our favourite: pub quizzes.

Who can take part?

Every student at the department of English and American Studies is welcome to join the FSI. It doesn't matter which semester you're in or which other subject you study. Just follow us on social media to find out when our weekly meeting is held. We welcome everyone who feels like dropping in and taking part. If you already feel like paying us a visit, here are the go-to key points:

Where can you find us?

Unter den Linden 6 (room 3016a)

→ Very top of the stairway next to R. 2007, you can find a detailed description on FB

Email: fsanglam@hu-berlin.de

Moodle course: fsianglam

(enrolment key: anglam)

Instagram: @fachschaft_anglam_hu

Facebook: @fsianglam

Twitter: @fsianglam

On the following pages, we will give you a concise overview of the most important things to register for, and the most important places to visit. In addition, we give you a short introduction to our university's structures in order to familiarise with the university system that you'll soon manoeuvre around in with ease! That being said, we wish you a wonderful start to your studies of an exciting and mind-broadening subject and wish you a great time exploring your new university. After all, it is a new chapter that is being opened for you – a chapter full of surprises, impulses and new ideas!

Your FSI AnglAm

2. University Checklist

First off, there are some things you should have a look at right at the beginning of your university life:

These are essential to a smooth start and fewer problems later on:

- | | | |
|---|-------------|--|
| ✓ | HU Account | cms.hu-berlin.de/de/dl/beratung/antrag/ |
| ✓ | HU WiFi | cms.hu-berlin.de/de/dl/netze/wlan/ (check chapter 7) |
| ✓ | HU VPN | cms.hu-berlin.de/de/dl/netze/vpn/ (check chapter 7) |
| ✓ | HU Webmail | cms.hu-berlin.de/de/dl/kommunikation/email/webmail |
| ✓ | Campus Card | cms.hu-berlin.de/de/dl/campuscard/ |

These are optional but they might brighten your everyday life, keep you fit throughout the semester or help you pass your exams:

- | | | |
|---|--------------------|---|
| ✓ | Sports | hochschulsport.hu-berlin.de/
unisport.berlin/about |
| ✓ | Choir | unichor.hu-berlin.de/de |
| ✓ | Study groups/cafés | vertretungen.hu-berlin.de/de/stupa/refrat/ersties/inis |

Check this for further refence:

<https://www.cms.hu-berlin.de/de/portale/studierende/>

<https://www.hu-berlin.de/de/studium/beratung/hucompass>

3. What Kinds of Courses are there?

In your everyday student life, you will attend many different types of courses which we call **Lehrveranstaltungen**. To pick your *Lehrveranstaltungen* for the semester, you should use the **Vorlesungsverzeichnis** (course catalogue) on AGNES. It will guide you through all the available courses for the semester out of which you will choose yours. This can be very confusing at first, because even though we call it *Vorlesungsverzeichnis* there is much more to it than just *Vorlesungen* (lectures). Don't worry though – this section is going to give you an overview of all the types of courses that are important for English and American Studies:

Vorlesung (VL)

When you attend a *Vorlesung* (lecture), you will find yourself in a typical university environment: You will sit in a huge lecture hall (approximately 50 – 300 people) listening to a lecturer (nearly always professors). A lecture can be very dull or rather interesting, depending on the topic and your personal interests. You are free to take notes or to just listen to what is being said.

Often a lecture is the heart of a module, providing you with theoretical basics. You might then attend accompanying courses supplying additional information and a more practical approach to the topic of the *Vorlesung*.

Seminar (SE)

A *Seminar* is (supposed to be) much smaller than a *Vorlesung* (approximately 20 – 50 people). It aims to provide you with a more practical approach to a topic and thus usually requires you to hand in assignments in order to successfully complete it. In some modules, a *Seminar* goes hand in hand with a *Vorlesung* (e.g. there is a *Seminar* to your 'Introduction to Literature' *Vorlesung*), in others it does not (e.g. Module 5 of English Studies 'History and Variation of English', where the *Seminar* is the heart of the module).

Übung (UE)

An *Übung* (exercise) is the most practical type of course. It is also the type of course with the fewest number of people attending it (10 – 25 people). It often requires you to hand in multiple assignments in order to successfully complete it. *Übungen* usually accompany a *Vorlesung* or *Seminar*. They are supposed to help you develop your skills in working with literary, linguistic and cultural theories and models. In an *Übung* you will learn to write, read and think in an academic context. In Module 7 of English Studies, 'Advanced Language Studies', you will exclusively encounter *Übungen*. They will be related to e.g. debating, politics or the English language in an academic environment.

Tutorium (TU)

A *Tutorium* (tutorial) is explicitly designed to accompany a *Vorlesung* and helps you understand the topics discussed in it. It is usually held by other students of a higher semester to assist you in understanding difficult theories, practice tricky tasks and to help you prepare for the exam at the end of the *Vorlesung*.

Grundkurs (GK)

There is only one *Grundkurs* throughout your studies: Module 1, 'Introduction to Linguistics'. Only English students have to complete it (American Studies does not require completing this module). By completing the course, you will also complete Module 1. The *Grundkurs* is usually smaller than a *Vorlesung* but bigger than a *Seminar* (40 – 70 people) and it focuses on the theoretical basics of Linguistics. However, it also provides you with optional exercises you can (and should) complete at home.

4. English and American Studies

English: More than just a language

Anyone who speaks or learns the English language has stumbled upon some of its quirks: For instance, the pronunciation and the use of certain words are a bit peculiar. Otherwise how could one explain that writers *write*, but fingers do not *fin*g or hammers do not *ham*? Or that *cough* and *though* do not rhyme, yet *low* and *toe* do? Furthermore, when someone uses the term 'English' meaning the language, they tend to forget that it does not only refer to 'England' – 'English' includes all of the UK, Ireland, the US, Australia and others. Looking at the characteristics of the English/American language and culture is what these studies are about, but what exactly will be taught at university?

Defining a language is one of those tasks that sound simple at first but turn out to be quite difficult in practice. Is 'language' a system of words and grammatical rules meant to enable communication? Is this system, which ties together a society, maintained by specific thoughts and ideas? Is it culture, art, history and the day-to-day usage of a language that shape it? This shows us that in trying to understand what a language actually *is*, one can focus on multiple aspects. Therefore, it is also not simple to pinpoint what precisely philology focuses on. In essence, it endeavours to answer questions like these with theories, models and methodological analysis. Thus, it encompasses multiple disciplines from different fields.

Most attempts to answer these questions are concerned with the way people live within a certain cultural space and how exactly they communicate. In other words, defining a language means studying anything that is unique to a community, be it through signs, media,

institutions, literature, rites or verbal expressions. In order to understand a language, one has to look at both the networks it consists of and the networks that influence it. One has to look at cultural categories (e.g. class, gender, ethnicity), artistic works, linguistic systems, and historical and political developments, and analyse its status quo across the globe.

English and American studies specifically examine anglophone cultures. They assist in acquiring necessary competencies in order to speak and write English on an academic level or to teach it at schools. They encompass disciplines such as Linguistics (the science of language), Literary Studies, Cultural Studies and Applied Language Studies. Here is a list of the modules your studies consist of and what kinds of insights they may offer:



English Studies

Linguistics

Module 1: Introduction to Linguistics

The first module is an introduction to linguistics, the science of language. Fundamental tools for analysing linguistic phenomena within the Anglo-Saxon sphere are taught and practiced in a *Grundkurs*. The most prominent branches of linguistics are phonetics and phonology, morphology, syntax, semantics and pragmatics. The course provides terminology and methods that are necessary to describe a grammatical system and analyse human communication.

Module 5: Linguistics: History and Variation of English

This module is focussed on the historical development of the Anglo-Saxon language and its regional variations. The Seminar illustrates the evolution from a Proto-Indo-European language over Old English, Middle English, Early Modern English and Late Modern English to Present-Day English. Furthermore, the seminar is also concerned with the description of dialects and varieties of English. The exercise focuses on one historical period, one or multiple varieties (e. g. Cockney, African-American Vernacular English...), or on linguistic phenomena that developed over time and space.

Module 6: Linguistics: Grammar

This module aims to deepen your understanding of two of the main linguistic branches. You can choose two seminars to broaden your knowledge in one of the branches of linguistics (i.e. phonetics, phonology, morphology, syntax, semantics, pragmatics).

Module 11: Focus Module Linguistics I (Cognitive Linguistics)

If you choose this module as one of your Focus Modules, you will engage in contemporary insights on cognitive linguistics and the empirical research supporting them. The module consists of two seminars in which linguistic data is compared and evaluated based on cognition theories.

Module 12: Focus Module Linguistics II (Language in Context)

If you choose this module as one of your Focus Modules, you will investigate the interaction between language and a social environment. Since communication can only occur within a social space, speakers are naturally shaped by a cultural identity, background knowledge and a community. You will analyse how language is used to establish social relationships and how they influence the representation of cultural categories such as class, ethnicity or gender.

Literature

Module 2: Introduction to Literature

The second module introduces Literary Studies, which researches the meaning behind what is written. The subjects of this academic field are texts, signs, codes and basically anything that conveys meaning. In a lecture and a seminar, you will get to know genres and conventions of English and American literature, go over seminal theories, and practice methods of how to dissect a text like a surgeon. You will read and talk about artworks by famous English and American writers and find out about which ideas they tried to preserve in their work.

Module 4: Literary History

In this module you will focus on the development of literary genres and movements within the history of Great Britain and the United States. This module is divided into one lecture series (different lecturers, one umbrella topic) and one seminar on English literature as well as two shorter lectures on American Literature, accompanied by two seminars taking place fortnightly during a semester.

Module 13: Focus Module English Literature and Culture

If you choose this module as one of your Focus Modules, you will look into one specific English literary period or into the works of one or multiple English writer(s) and deepen your understanding of literature. This module consists of two seminars. In one you will talk in detail about the historical characteristics of the artworks and the literary quirks of the texts with the goal to embed literature treated in your seminar into a larger analytical context. The other helps you to formulate and work on your bachelor thesis, in case you want to write about a text or a literary period.

Module 14: Focus Module American Literature and Culture

If you choose this module as one of your Focus Modules, you will look into one specific American literary period or the works of one or multiple American writer(s). This module consists of two seminars: One in which you will talk about the time period, key concepts of culture and media studies and the features of the representative texts. The other one will be an additional reading session.

Culture

Module 3: Introduction to Culture

This module serves as an introduction to (English or American) Cultural Studies. In contrast to German *Kulturwissenschaft*, this academic field is specifically interested in the practical influences on social communities. The focus therefore lies on key concepts such as *identity* and *representation*, which are established within a symbolic system that can be analysed and described. In this module, you will read theories on postcolonialism, gender, ethnicity/race, semiotics and media analysis (e.g. historical texts, films, pictures etc.) and apply these to contemporary British or American societies.

Applied Language Studies

Module 7: Advanced Language Studies

This module is meant to teach you basic skills required for academic work and to help you practice your written and spoken English. This includes but is not limited to (i) familiarising yourself with the correct use of academic language, (ii) strengthening your knowledge of grammar and (iii) training of public speaking. The goal is to give you the necessary tools for the contribution to the academic discourse (= a network of arguments and knowledge on a specific topic). You will have three exercises that either focus on writing methods and text formats (language awareness) or on spoken English (oral skills), such as speaking in a

panel discussion or holding a presentation in front of an academic audience.

Module 10: Research Methodology and Research Skills

The goal of this module is to strengthen your academic skills. In a seminar you will be taught to effectively research for a (bachelor) thesis and how to formulate your ideas in a manner that is adequate for university standards. You will also have two exercises on text formats and writing skills.

English Language Education

Module 15: Fachdidaktik Englisch

In case you are studying to become an English teacher, this module will be an introduction to professional didactic methods and theories. You will learn what kind of teaching styles exist and what kind of problems and sociocultural conditions need to be considered while teaching. You will also evaluate current research in this field and practice ways of how to structure a class effectively.

Miscellaneous

Module 8: Vertiefungsmodul

This module gives you the opportunity to deepen your knowledge on the topics in the fields above. You will be offered two exercises from the Applied Language Section and one seminar of any focus module from 11 to 14.

Module 9: Praxismodul

This module enables you to apply the skills and the knowledge you have gained in your studies to obtain practical experience outside of a university context. For this module, you can complete an internship (scope: 300 hours) that is related to English (or American) language, culture or literature. Alternatively, you can participate in tutorials or projects designed to convey the specifics of certain relevant working fields.

American Studies

Literature, Culture and Applied Language

Modules 1, 2, 3, 4, 6, 7 and 8

Modules 1 to 8 use interrelated theories about Culture, Literature, Ethnicity, Gender, History etc., in order to convey a multifaceted understanding of a pluralistic North American society. The fields of research and teaching focus on identity, diversity and mediality.

Module 1, 'American Literary and Cultural History I', is continued and deepened by module 3. These two modules serve as an introduction to the historical developments from the 17th century to present-day America. They also teach textual analysis and the fundamental categories of identity formation. Module 2, 'Literary Theory', looks specifically at theories and methods of literary studies and module 4, 'Culture and Context', concentrates on cultural concepts and their evolution over time and space. Module 6, 'Paradigms of American Culture and Literature', inspects the dynamics of literary and cultural trends aka "paradigms". Module 7, 'Literature, Culture and Media in American Society', includes the analysis of a media landscape consisting of films, computer games, comics, etc. Module 8, 'Research Practice and Writing', prepares you for your bachelor thesis and offers exercises on research methods, academic writing and textual conventions.

Linguistics

Module 5: Language

In this module, you will receive an introduction to linguistics, its main branches (phonetics and phonology, morphology, syntax, semantics and pragmatics) and learn about language varieties. Additionally, you will have an exercise on *Written Academic Discourse*, teaching you about academic textual conventions and the use of formal language.

Miscellaneous

(*Kernfach Amerikanistik only*)

Module 10: Vertiefung/Schwerpunktbildung

This module lets you deepen your knowledge on the topics in the fields mentioned above. You can choose two seminars from the modules 5, 6 or 7 if you have not completed them before.

Module 11: Praxisorientierung

This module serves as an opportunity to connect the skills and the knowledge from your studies to practice. You can participate in tutorials or project tutorials designed to convey the specifics of certain relevant working fields. Alternatively, you can choose module 12.

Module 12: Praktikum

For this module, you can complete an internship (scope: 240 hours) that is related to your studies or the research fields of your studies. It can be a traditional internship or a part-time profession. Alternatively, you can choose module 11.



Module Overview

You feel like all this was a lot? Don't worry – in the following overview we listed all the modules there are in English and American Studies, all the courses and Credit Points (CP) they contain and whether or not you have to complete the module:

English Studies				
Module	CP	Courses	Kernfach	Zweifach
01 – Introduction to Linguistics	7	GK	✓	✓
02 – Introduction to Literary Studies	7	VL, SE	✓	✓
03 – Introduction to Culture	7	VL, SE	✓	✓
04 – Literary History	10	3 VL, 3 SE	✓	✓
05 – History and Variation of English	6	SE, UE	✓	✓
06 – Grammar	7	2 SE	✓	✓
07 – Advanced Language Studies	8	3 UE	✓	✓
08 – Vertiefungsmodul	10	SE, 2 UE		✓
09 – Praxismodul (not required for Lehramt!)	10	-	✓	
10 – Research Methodology and Research Skills	8	SE, 2 UE	✓	
Electives			Choose one each	Choose one
Focus Linguistics			(11 – 12 & 13 – 14)	(11 – 14)
11 – Cognitive Linguistics	11	2 SE	(✓)	(✓)
12 – Language in Context	11	2 SE	(✓)	(✓)
Focus Literature				
13 – English Literature and Culture	11	2 SE	(✓)	(✓)
14 – American Literature and Culture	11	2 SE	(✓)	(✓)
15 – Fachdidaktik Englisch (Lehramt only!)	7	GK, SE	✓	✓
Überfachlicher Wahlpflichtbereich	20	depending on subject	✓	
16 – Bachelor Thesis	10	-	✓	

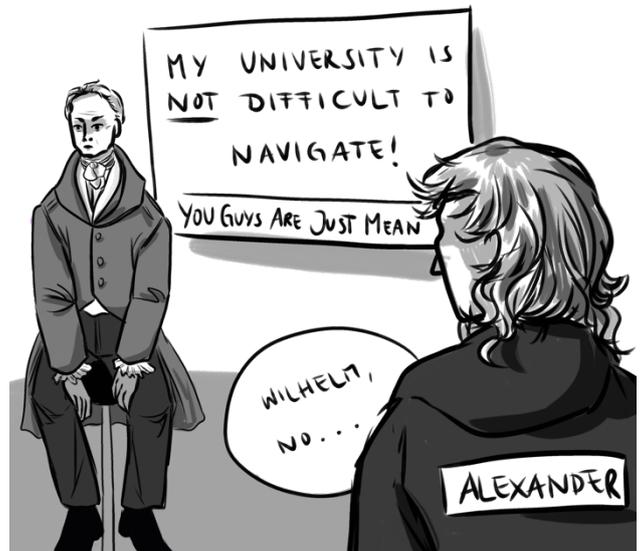
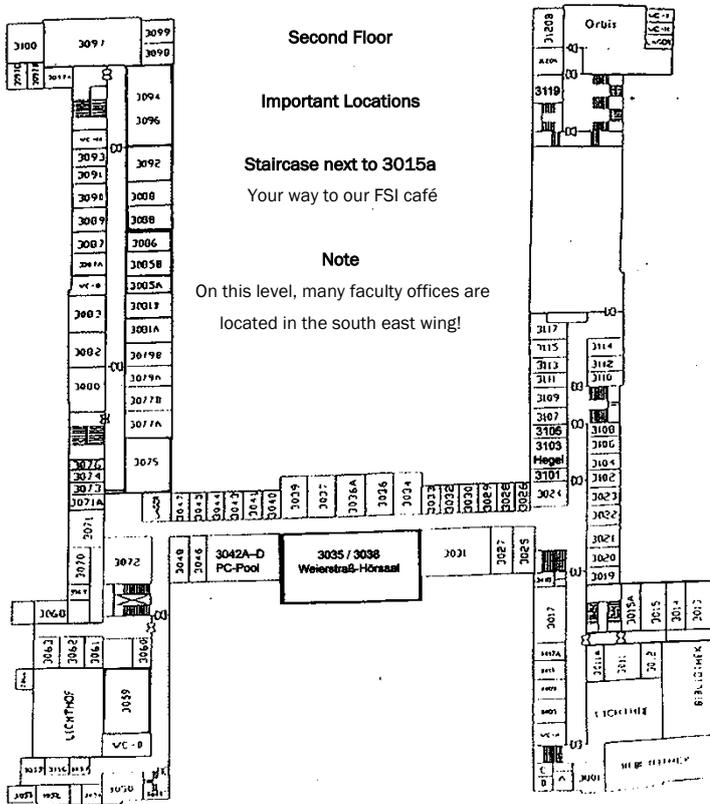
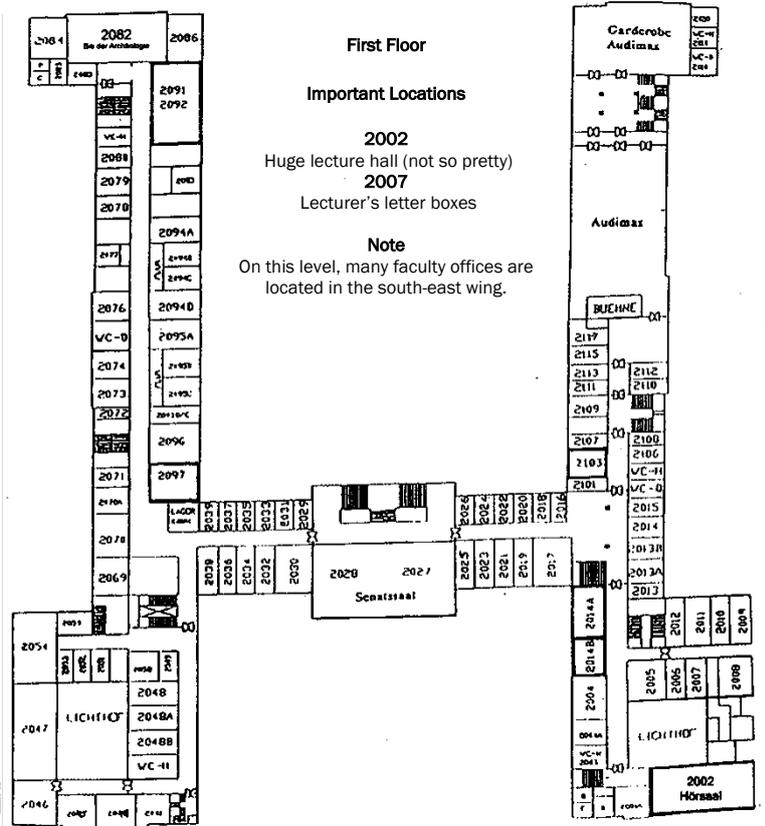
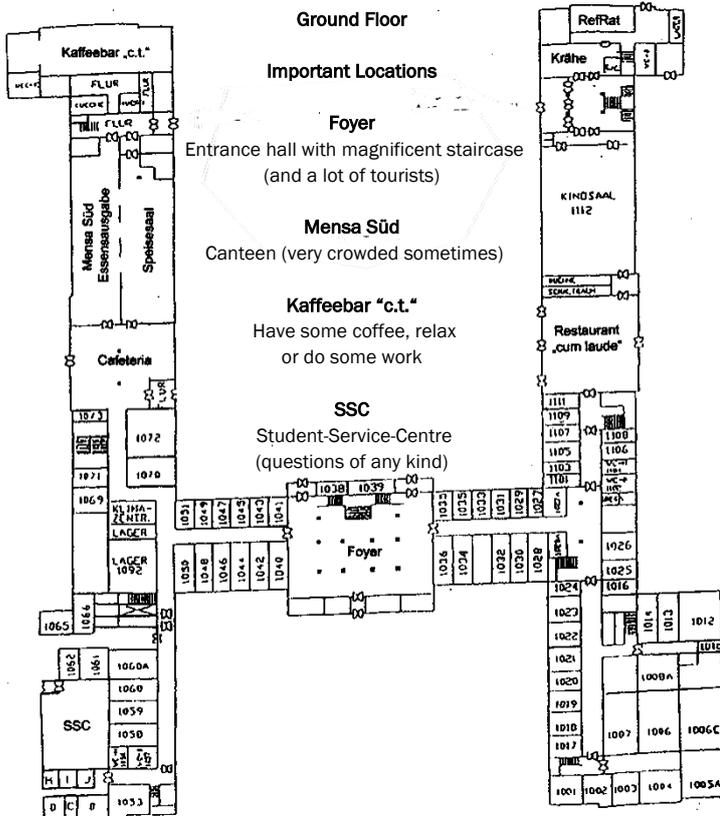


American Studies

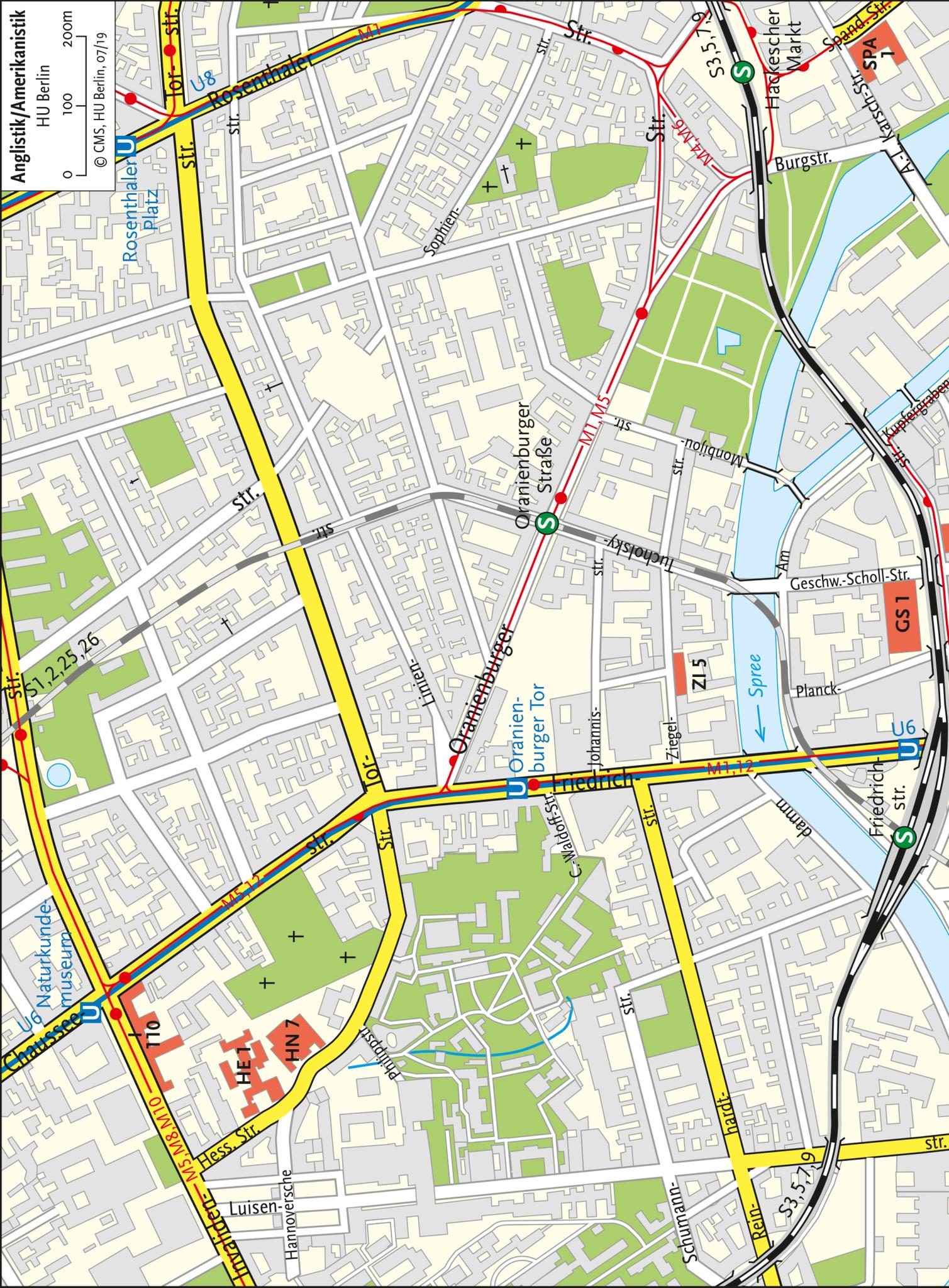
Module	CP	Courses	Kernfach	Zweifach
01 – American Literary and Cultural History I	7	2 VL, 2 UE	✓	✓
02 – Literary Theory	7	VL, SE	✓	✓
03 – American Literary and Cultural History II	6	VL, 2 UE	✓	✓
04 – Culture and Context	6	SE, UE	✓	✓
05 – Language	12	2 SE, UE	✓	✓
06 – Paradigms of American Literature and Culture	12	2 SE, UE	✓	✓
07 – Literature, Culture and Media in American Society	10	2 SE	✓	✓
08 – Research, Practice and Writing	10	SE, 2 UE	✓	
09 – Bachelor thesis	10	-	✓	
10 – Vertiefung/ Schwerpunktbildung	10	2 SE	✓	
Electives			Choose one (11 – 12)	
11 – Praxisorientierung	10	-	(✓)	
12 – Praktikum	10	-	(✓)	
Überfachlicher Wahlpflichtbereich	20	depending on subject	✓	



5. Floor Plan of UL 6



Anglistik/Amerikanistik
HU Berlin
0 100 200m
© CMS, HU Berlin, 07/19



Rosenthaler Platz

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

U8

U10

U12

U15

U25

U26

U6

S3,5,7,9

6. Important Contacts

Note: Just google the name of whatever service you need and add 'Hu Berlin'. In most cases, this should suffice to find what you need.

What?	Who?/ Where?	When?	E-Mail (if nothing else indicated, add: @hu-berlin.de)/ Telephone
Prüfungsbüro	Katharina Bordiehn/ DOR 65, 4.64	Mo 10 – 12 Tue 12 – 14 Thu 10 – 12	katharina.bordiehn 030 2093 77315
Enrolment Office (Immatrikulationsbüro)	UL 6, SSC	Mo 9 – 11 Wed 9 – 11, 13 – 16	
Counselling and Information Services (Allgemeine Studienberatung)	UL 6, SSC	Mo 13 – 15 Tue 9 – 11 Thu 13 – 15 Fr 10 -12	
Course Guidance English Studies (Fachberatung B.A. Englisch)	George Smith/ UL 6, 2008d	Mo 16 – 18	studienfachberatung.ba-englisch 030 2093 2229
Course Guidance American Studies (Fachberatung B.A. und M.A. Amerikanistik)	Dorothea Löbbermann/ UL 6, 2001c	Wed 15 – 17	dorothea.loebbermann 030 2093 2250
Course Guidance M.A. English Literatures (Fachberatung M.A. Englische Literaturen)	Cornelia Wilde/ UL 6, 3010	Mo 12 – 14	cornelia.wilde 030 2093 2067
Course Guidance M.Ed (Fachberatung M.Ed.)	Anne Mihan/ UL 6, 2004	appointment	studienfachberatung.med-englisch 030 2093 2767
Student Counselling (Studentische Fachberatung)	Laura E. Forßbohm/ UL 6, 30018	Mo 13 – 15 Thu 14 -16:30	forssbol@student.hu-berlin.de 030 2093 2291
International Office/ Erasmus Advisor	Stephanie Trigoudis/ DOR 24, 3.411	Wed 13 – 15	trigoudis 030 2093 9789
Career Center		appointment	careercenter@uv.hu-berlin.de 030 2093 70365
Psychological Counselling by HU (Psychologische Beratung der HU)	I 110, 3.326	Wed 13 – 14	030 2093 70272
Psychological Counselling by studierendenWERK (Psychologische Beratung des studierendenWERKs)	Hardenberg- straße 35	appointment	pbs@stw.berlin 030 93939 8401
studierendenWERK	Behrenstraße 40/41	Tue 10 – 12, 13:30 – 15 Thu 15 – 18	030 93939 70

7. Online and Offline:

Libraries, Agnes, Moodle & Co.

Libraries

The two most important libraries to know as an AnglAm student are the following, as they contain literature relevant for English and American Studies:

Jacob-und-Wilhelm-Grimm-Zentrum



Address:

Geschwister-Scholl-Straße 1/3, 10117 Berlin

Opening hours:

Monday – Friday 8 am to 12 pm

Saturday/Sunday 10 am to 10 pm

Email: info@ub.hu-berlin.de

Phone Number: +49 30 2093-99370

<https://www.ub.hu-berlin.de/de/standorte/jacob-und-wilhelm-grimm-zentrum>

Zweigbibliothek Campus Nord



Address:

Hessische Str. 1-2, 10115 Berlin

Opening hours:

Monday – Friday 9 am to 8 pm

Saturday 11 am to 7 pm

Email: cano@ub.hu-berlin.de

Phone Number: 030/2093-32

www.ub.hu-berlin.de/campus-nord

→However, you should also check out **Primus** before heading to these addresses.

What is Primus?

Primus is Humboldt University's online research portal. It contains numerous books and articles that are available online for students of Humboldt University. You can also search for books that are available in the aforementioned libraries.

How can I find the books I need in the library?

Clicking on the book's title on Primus, you will find various information on the book, including the RVK notations. The RVK notations are composed of two letters and a number. These numbers mark the book and assign it a specific place in the library. Below the RVK notations, you can see the floor on which the book can be found. Once you are on the right floor, you just have to look at the numbers and letters assigned to the shelves

How do I register for Primus?

You register with the data that you use to log in on Agnes – your username and password. You register through clicking onto the login button in the top right corner. This is also how select a PIN code for your Campus Card.

Do I need a Campus Card to borrow books?

Essentially, yes. If you are taking a book from the library with you, you will have to log in with your Campus Card at one of the machines in the lobby first.

How can I pay my Library fees?

Machines in the lobby of the respective libraries will be there for you to pay your library fees in cash. Make sure to pay the library fees on time – otherwise your card might be frozen! Don't worry though – there are no fees unless you miss to return a book in time!

Agnes

Agnes is the administrative superpower of HU. It is named after the HU's first female student: Agnes von Zahn-Harnack. On Agnes you will find:

- (i) the course-enrolment-tool
- (ii) the course catalogue (Vorlesungsverzeichnis),
- (iii) your custom timetable (which you will create yourself every semester),
- (iv) your grades in your transcript of records (Leistungsübersicht),
- (v) your matriculation certificate (Immatrikulationsbescheinigung)
- (vi) your enrolment certificate (Studienbescheinigung),
- (vii) and many other important documents, tools as well as crucial information concerning university life.

As you can see, Agnes will become an important companion throughout your studies. You can join Agnes by using the log-in data of your HU-Account. However, there will be another companion you won't be able to live without:

Moodle

The **Modular Object-Oriented Dynamic Learning Environment** is your personal everyday course-assistant. Every university course will have an online Moodle course containing

- (i) all the reading materials,
- (ii) worksheets,
- (iii) information on assignments,
- (iv) links to external sources,
- (v) assignment tools for essays and term papers and
- (vi) a forum for questions and announcements that go with it.

Some lecturers will provide you with a very well structured and extensive Moodle course while others prefer to keep it as simple and minimalist as possible (some even prefer the "old school" email way of handling the digital

aspects of their courses). You can join Moodle simply by using your HU-Account. To join a course on Moodle however, you will need an enrolment key specific to the according course which you will receive during its first appointment.

Hint: Our Moodle course is called **FSI Anglistik/Amerikanistik** (the enrolment key is **anglam**)

Miscellaneous

Campus Wi-Fi

There is Wi-Fi all over campus (it is usually pretty fast, too!). It is called 'eduroam' (education roaming). To gain access to it, you will need to follow a setup guide which you can find here: wlan.hu-berlin.de. As the setup can be pretty tricky sometimes, feel free to contact us if you need help. Once you completed the setup you will never have to connect to the internet manually again i.e. if there is university Wi-Fi available, you are going to be connected to it. This does not only work for any Wi-Fi provided by HU but for almost any university Wi-Fi all over Berlin and even Europe! This means you will encounter situations in which you will suddenly be connected to a Wi-Fi network at a completely random place somewhere in Europe – how awesome is that?!

VPN

Virtual Private Networking enables you to access university services that are usually only available within the university network. You will need to install VPN in order to use it – to do so just follow the according guide: vpn.hu-berlin.de. Once installed you can comfortably access the HU network as well as many library papers and digital books from home.



8. University Politics

University Politics (Hochschulpolitik) I

Our university is mainly autonomous (*selbstverwaltet*), meaning that there is no foreign mechanism or institution that controls the processes and organization of the HU. This autonomy is structured into student self-government (*Studentische Selbstverwaltung*) and academic self-government (*Akademische Selbstverwaltung*). Furthermore, on the students side especially, there is a lot of volunteering involved in these structures. The FSI AnglAm is therefore part of the *university politics* network as well. We can sum all this up as *university politics* which we will explain further later on in this chapter. If you have any questions, comments or ideas concerning this topic, please get in touch with us so we can help you.

Student Self-government

This is an umbrella term for all groups, projects, clubs, cafés, councils, etc. which are run by and for students. Their purpose lies in representing and pursuing the interests of all students at our university. The student self-government includes the student councils (Fachschaftsinitiativen and -räte) of each department, the RefRat (Referent_innenrat) and the student parliament which is often called StuPa (Student_innenParlament). The StuPa is elected by all students at the beginning of each year (usually in January). Then the StuPa elects the RefRat which is a body of students who are in charge of specific topics concerning the university and student issues (e.g. RefRat for ecology and environmental protection). In a way, the StuPa functions as the legislative and the RefRat as the executive branch of governance. For more info about the student bodies just ask us or check out these websites:

<https://www.refrat.de/ssv.html>

<https://vertretungen.hu-berlin.de/de/stupa/refrat/ersties>

Academic Self-government

Those bodies of the HU which are run by different parties of the university itself are summed up as *academic self-government*. There are four big parties at our uni, namely: students; professors; other academic staff; and staff working in service, technology and administration. For a detailed overview of all HU bodies, check:

<https://gremien.hu-berlin.de/en/>

Commission for Teaching and Studies (Kommission für Lehre und Studium - KLS)

Each department and faculty have their own KLS. Our KLS AnglAm meets on a monthly basis during term time and discusses issues around improving the student and teaching experience at our department. Its members include an equal number of students on one side and academic faculty on the other. Essentially, the KLS AnglAm serves as a counselling body to the department board. For more info about the KLS just ask us or check:

<https://www.angl.hu-berlin.de/department/admin/cls>



University Politics (Hochschulpolitik) II

Examination Board (Prüfungsausschuss)

The examination board is a body of each department which is responsible for all exam-related questions and issues of students. The examination board develops the *Prüfungsordnung*. It, for example, also makes decisions about PhD-projects and extension of exam deadlines. Careful: The examination board is NOT the examination office (Prüfungsamt). The latter is a bureaucratic party at HU which takes care of registrations for exams and administration of your Agnes entries. It is not part of the academic self-government. If you want to know more about the examination board, check: https://fakultaeten.hu-berlin.de/de/sprachlit/fakultaetsgremien/pruefungsausschuesse_html

Appointment Board (Berufungskommission)

Every time a new professorship is to be appointed, a special appointment board is set up. An appointment board consists of different members of the university's bodies, but professors always make up the majority of the board and have the majority vote. This board reviews the applications and invites candidates to job talks which are at least partially open to the public. So, this is a good chance for students to comment on or to take part in the decision process for their new professors. Eventually, the appointment board elects the best fitting candidate to become a new professor.

Department Board (Institutsrat)

Any decision that specifically concerns our department will be discussed and made in the department board. It is made up of four professors and one member each from the other university bodies, e.g. students. Every group elects their own representatives biennially. Department board meetings take place every month and are open to the public. Often it is visited by many members from all university bodies and serves as an exchange platform for

the whole department. You can find more information on the department board here: <https://www.angl.hu-berlin.de/department/admin>.

To stay up to date about what's going on at our department, subscribe to the department mailing-list here:

<https://sympa.cms.hu-berlin.de/sympa/subscribe/anglam>.

Faculty Board (Fakultätsrat)

The faculty board takes care of all issues that are relevant to the whole faculty of language and literature studies (Sprach- und Literaturwissenschaftliche Fakultät). Some of its tasks include decisions about habilitations and appointments of professorships. Members of the board include seven professors from its departments and two members each of all other bodies respectively. The faculty board elects one dean (Dekan*in), one prodean (Prodekan*in) and one dean of studies (Studiendekan*in). The monthly meetings are open to the public. For more information check out: <https://fakultaeten.hu-berlin.de/de/sprachlit/fakultaetsgremien/fr>



9. University Essentials:

Exams, Term Papers, Essays and Studying Abroad

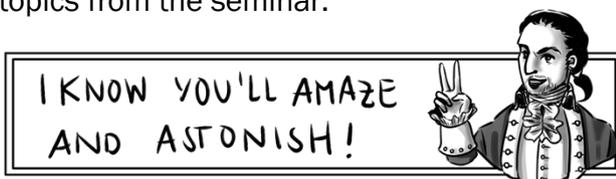
Being new to a university can be quite taxing. You have to take care of many things yourself now and you are expected to know things you may not have heard of before - bureaucratic structures can be very opaque and overwhelming at first. This chapter aims to give you an overview of the most important bureaucratic hurdles and how to cope with them. (As most of those hurdles are going to reoccur in every semester you might want to have a look at this chapter from time to time throughout your studies.)

Exams

You complete each module by taking and passing an exam. To do so you have to register for the exam on Agnes about a month before it takes place. Fortunately, there is more than one period in which you can take an exam and if you fail to pass one, you can simply repeat it (although you need to pass the exam with the third attempt in order to continue your studies). However, in most cases it makes sense to apply for the first exam period right after the course ends as some of the lecturers will only be at our university for a limited amount of time. If this sounds confusing to you, don't worry too much about it. You will receive more precise information concerning each exam individually in the according course.

Oral Exams

Oral exams usually require you to prepare one or two specific topics or texts that you will talk about in the beginning of the exam. Afterwards your lecturer might ask you to elaborate on something you have said or bring up different topics from the seminar.



Written Exams

Written exams at university aren't very different from the ones you took at school. Most lecturers will provide you with some kind of *study guide* in order to clarify their expectations and to help you prepare for the exam.

Take Home Exams

A Take Home Exam is basically short-term paper (6 pages) that you have to complete in seven days. Your lecturer will prepare questions that you need to answer. You're usually not expected to do any further research or use secondary literature except for what you might have already covered in your seminar.

Term Papers (*Hausarbeit*)

Term papers should be 12-15 pages long and require you to use secondary sources. You will usually work on a term paper during a semester break which should give you enough time to complete it. In the process of writing your paper you will

- (i) read a lot of academic literature concerning your topic,
- (ii) develop a thesis,
- (iii) find arguments and examples supporting or refuting your thesis and
- (iv) conclude with a summary of your findings, not adding any new information

Always remember to check clarity of thought, consistency and the formatting of your paper (i.e. spelling, margins, citation style, bibliography, length, etc.). These are important aspects of academic writing which term papers are supposed to teach you.

Courses

Attendance (*Anwesenheitspflicht*)

While you are supposed to attend at least 75% of the classes of each of your modules, your

lecturers are not allowed to monitor how often you show up (if you believe that this is the case anyway you can contact us). However, we encourage you to visit your courses on a regular basis since the discussions will always offer some new perspectives and insights on the topic that you might not have discovered on your own – and they might also be relevant for the exam. Furthermore, regular attendance symbolizes interest in the topic of the course which will certainly motivate the lecturer (most of them are very interested in the topics they teach and they put a lot of work in preparing the lessons) to further enhance the quality of their course.

Preparation for a Course (*Kursvorbereitung*)

Typically, you will have to prepare for a course by reading primary or secondary sources that you will discuss in class. It is always worth to show up even if you didn't manage to do your reading as you will still learn a lot. However, to participate in the discussion it is of course necessary to know about the basics of what you want to talk about. Preparing for an exercise or tutorial will usually require you to revise your materials of the week before or to complete assignments. More on this can be found in chapter 3.

Performance Record (*Leistungsnachweis*)

In order to get your credit points (*Leistungspunkte*), you need your lecturer to sign a Performance Record (*Leistungsnachweis*) for you. In most courses, your lecturer will ask you for some kind of proof that you have attended the course and are familiar with the topic. In some courses this will be a **presentation**. Use it to give your fellow students some additional information that goes beyond their reading and keep it as simple and as easy to understand as possible instead of trying to squeeze in as many fancy terms as possible. This way, everyone will benefit from your presentation. In other courses, you might have to write an **essay**. Your lecturer will tell you about the quality

and quantity of your works consulted but basically it does not differ a lot from the arguments you had to write at school: You start with

- (i) an introduction including your thesis, then continue by
- (ii) unfolding your argumentation in your main part containing several paragraphs with arguments for (and sometimes also against) your thesis and finally sum everything up in your
- (iii) conclusion. However, your language should be more formal than in a presentation.

Studying Abroad

Spending one or two semesters abroad is a very rewarding experience and has many advantages, especially if you're looking for a way to learn about the culture of an English-speaking country (or a completely different country) and to improve your English skills first-hand. The most common way to go abroad is an Erasmus exchange within Europe, but there are many other ways to spend time abroad (they might just require some more planning and paperwork). For example, *Erasmus mundus* enables you to study at universities all around the world. You can find more information on how and when to organize your time abroad and reports of former Erasmus students at international.hu-berlin.de and fakultaeten.hu-berlin.de/de/sprachlit/international.



Beginning and End of a Semester

There are some things you should keep in mind in the beginning and at the end of a semester in order to get all the Credit Points you worked so hard for:

Beginning of a Semester:

1. When creating your time table for the semester you need to apply for most of the courses on Agnes (be mindful of deadlines). Sometimes, Agnes will reject your application even though the course is not full yet. In this case, just write an email to the lecturer of the according course asking nicely whether or not you are allowed to attend the course. You are very likely to get a positive response! Alternatively, just go to the first appointment of the lecture and ask the lecturer in person.
2. English Studies: From your second semester onwards, you need to apply for courses in module 7 on Moodle. The according Moodle course should be labelled 'BA Einschreibung Sprachpraxis'. There will be a deadline – don't miss it!

End of a Semester

3. Remember to bring a **Lehrveranstaltungsnachweis** (also referred to as 'Modulbogen') to the last appointment of each course. Your lecturer is going to sign it if you attended the course on a regular basis and handed in all necessary assignments. Lehrveranstaltungsnachweis: https://fachschaften.hu-berlin.de/de/anglam/downloads/lv_nachweis
4. The Lehrveranstaltungsnachweis for a *Vorlesung* needs to be signed by yourself (not by the person holding the lecture).
5. After all of your Lehrveranstaltungsnachweise are signed your need to hand them in at the **Prüfungsbüro** (Dorotheenstraße 65, 4.64) in order to get your **Credit Points**. After you have handed a form in, the bureaucratic process can be very slow (as in 'veery slooow') i.e. it can take several weeks from handing in forms to Agnes displaying all the right courses correctly – keep that in mind if you need a **Leistungsnachweis** (transcript of records) for a job application and hand in all the necessary forms early.



