

Information regarding supervision

If you would like me to supervise your work, please do the following:

- Please **check whether the chosen topic falls into the area of my expertise**; if so, do proceed:
- Please **register for my office hours** (2 slots a 15 minutes) at the earliest convenience:
- Before you talk to me during my office hours, please **prepare** the following document (**ONE PDF document of 1-1.5 pages**, Times New Roman 11; single spacing) and **send** it to me (via ulrike.zillinger@univie.ac.at) at **least a WEEK** in advance of our appointment:
 - **Your name**, matriculation number, semester, contact information
 - **Timeline**: when are you planning to begin, register, and finish the project; when are you planning to take the final exam?
 - **Your topic: (please answer in keywords)**
 - What is your topic?
 - What are your guiding questions?
 - Have you already consulted necessary critical literature? Do you have a feeling that there is a gap that your work will address?
 - What are your primary sources?
 - Why do you consider it important to write about this issue/work?
 - What concepts/theoretical frameworks may you need to pursue your goal?
 - Do you already know what methods you will need?
 - What fascinates you about the topic?
 - What problems do you envision?
 - What are your strengths and weaknesses in terms of the preparation, execution, editing etc. of a project like that?
 - What is your attitude to the writing process? Have you had much experience in writing in English/academic English?
 - Why do you consider me the right person to supervise your work?
 - Please point out the primary areas where you think I could be helpful to you?
 - If you had all the liberty as far as the topic of your project is concerned – what would you choose?
 - **The structure of the paper**: do you already have a preliminary structure for your work?
 - **A sample (250 words) of your writing** (may be part of your previous academic work)