PREPARING TO COME TO OFFICE HOURS

Office Hours:
Thursday 14:00-15:30
Please arrange an appointment by phone (+49-30-8385 4058)
or e-mail (sekabpol@zedat.fu-berlin.de)

Dear students,

in order to use the time in office hours effectively, please be clear about **what you want** and how I may be able to help you **in advance**. Try to determine whether ten minutes will suffice – if not, book a double time-slot.

Please **contact my secretary's office** in advance to be given a time-slot. This will (usually) prevent you from waiting unnecessarily. For urgent matters it is also possible to make an appointment outside of the official office hours. When making the appointment via e-mail (sekabpol@zedat.fu-berlin.de) or phone (838-54058), state your full name and give a brief idea of what you want to discuss (key words). If you have a short and simple questions, it is usually quicker if you write me an e-mail (segbers@zedat.fu-berlin.de).

If you want to discuss an **outline for a term paper or a thesis project**, please make sure that I receive a copy of the text by the Friday before your appointment, if possible in electronic form. Whatever you send in late, I won't be able to read, which often means that the appointment becomes a waste of time. The same applies to **seminar presentations**.

For the **preliminary discussion of exams** (Diplom, Vordiplom, Magisterabschluss HF/NF, modular exams for a Bachelor's and Master's program) please read the tips on the preliminary discussion of exams on my homepage.

If you need a letter of recommendation, I need all the appropriate documents at least four weeks before the due date. The following information must be evident: the content of the letter, what the application is for, to whom it should be addressed, what the deadlines are and whether or not my statement should be written on formal paper. Please refer to the "How To" for letters of recommendation.

Please stick to these guidlines, also for your own sake. Do not count on me being able to make exceptions.

Klaus Segbers