

General Information & Required Forms

Direct Exchange Program

This document contains all the information you will need to apply for the Direct Exchange program. In particular, these are (in order of their chronological importance):

1. Interview Template for the initial interviews with Prof. Banerjee & Prof. Scheiding

You must bring a copy of this document (filled in as appropriate) to your interview!

2. Checklist for Application Documents
3. Guidelines for Cover Letters, CVs, and Personal Statements
4. Academic Record Guide (German) and Translation Aid
5. Contact Information for the Partner Universities

Please also download the .zip folder with templates for the Academic Record from the homepage.

American Studies Direct Exchange: General Information

Name:

Zweck des Gutachtens:

Vorname:

Matrikelnummer:

Geburtsdatum:

E-Mail:

Ständige Anschrift:

Tel:

Semesteranschrift:

Andere laufende oder

Tel:

geplante Bewerbungen:

Studienfächer und Studienziel:

Wieviertes Fachsemester:

Studienfachwechsel:

Warten Sie auf eine Zulassung in einem NC-Fach (z.B. Medizin)?

Besuchte Universitäten: (von bis)

Finanzierung des Studiums:

Schuldienst, Praktika oder sonstige Lehrtätigkeit?

Berufsausbildung, freiwilliges soziales Jahr, Wehrdienst?

Abgelegte Examina (was? wann? wo)?

Berufsziel:

Auslandsaufenthalte (wo? wann? welcher Art?):

USA/Kanada:

Europa:

Großbritannien/Irland:

Übrige Welt:

Neusprachliche Kenntnisse:

Ferienjobs, berufliche Tätigkeit vor und während des Studiums:

„Extracurricular Activities“: in welche studentischen oder außeruniversitären

Vereinen/Clubs/sozialen Einrichtungen arbeiten Sie aktiv mit?

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Erfahrung in der Jugendarbeit:

Besondere Interessen und Fähigkeiten (Musik, Sport usw.):

Sonstige Informationen, die wir von Ihnen wissen sollten:

American Studies Direct Exchange: General Information

Bisheriger Studienverlauf (B.A. American Studies):

Wo sehen Sie Ihre besonderen Stärken und Interessen *in der Amerikanistik*?

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Besuchte amerikanistische Vorlesungen:

Titel	Dozent

Besuchte Übungen und Seminare (Kursleiter, Note, ggf. Referatsthema):

BITTE VOLLSTÄNDIG ANGEBEN!

Typ	Titel & ggf. HA/Referatsthema	Dozent	Note
Ü	<i>Integrated Language Skills</i>		
Ü	<i>Introduction to Literary Studies</i>		
Ü	<i>Spoken English</i>		
Ü	<i>Written English I & II</i>		
Ü	<i>Translation Skills I & II</i>		
Ü	<i>Culture Studies I, II, III, IV</i>		
PS I			
PS II			
S I			
S II			

American Studies Direct Exchange: General Information

Bisheriger Studienverlauf (B.Ed. Englisch):

Wo sehen Sie Ihre besonderen Stärken und Interessen *in der Amerikanistik*?

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Besuchte amerikanistische (anglistische) Vorlesungen *außer Einführungen*:

Titel	Dozent

Besuchte Übungen und Seminare (Kursleiter, Note, ggf. Referatsthema):

BITTE VOLLSTÄNDIG ANGEBEN!

Typ	Titel & ggf. HA/Referatsthema	Dozent	Note
VL/Ü	<i>Integrated Language Skills</i>		
VL	<i>Introduction to Literary Studies</i> <i>Introduction to English Linguistics</i> <i>Introduction to TEFL</i>		
Ü	<i>Spoken English</i>		
Ü	<i>Written English</i>		
Ü	<i>Translation Skills</i>		
Ü	<i>Culture Studies I, II, III (bitte BS/AS angeben)</i>		
PS	<i>English Historical Linguistics</i>		
PS	<i>English Linguistics</i>		
PS (BS)			
PS (AS)			
PS	<i>Fachdidaktik</i>		
S (AS)			
S (BS)			

Checklist Direct Exchange Program

For the interview:

- Interview Template, filled in
- Passport Photo

For the application:

- Cover letter
- CV
- Personal Statement
- Academic Records

Writing a Cover Letter

There is only one purpose to the cover letter: to inform the recipient of your application that it is an application in a courteous and concise fashion. Therefore, keep your cover letter tight as you say more about yourself in the personal statement. Put the usual items of a letter on the top (your address, their address), and address yourself briefly to the matter at hand:

Dear Dr. / Mrs. / Mr. ---:

[Short note on the purpose of your writing, a brief thank you for their time, a hope that you might be a suitable candidate.]

With best regards / sincerely / ...,

Your name.

This suffices. Your cover letter should not exceed a page, and should be formatted in the style of your CV and personal statement (your corporate identity).

Writing a CV

Please do some research on the internet on structural requirements of an American-style CV. You should feel free to present yourself as best you can in your choice of what goes on your CV: do not leave out significant foreign experiences, work and educational experiences, of course, but also think about what people should know about you: extracurricular activities, long-time engagement in a sports club, the Scouts, or for a non-profit organization obviously go on the CV; short-term employment might not be needed, unless the number or frequency of these employments say something significant about your personal ability to cope with shifting job situations. Your CV complements your personal statement: it allows you to portray briefly how you have spent your life so far, while your personal statement can narrativize this information.

Writing a Personal Statement

Introduction

For an anthropologist studying American culture, the personal essay would be an interesting, highly formalized ritual of self-development, self-organization, and self-promotion. Such essays are extremely difficult to write, even for Americans. The best way to approach the personal essay is to take it as an opportunity to reflect upon yourself, your past, and your future—and then to write up those more serious reflections into the most flattering presentation you can come up with.

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General Comments about Personal Statements

It is very important to have a good first draft at least a week—if not two weeks—before the due date.

You should think very carefully about what you are going to write. You may want to discuss your ideas with a (very candid) friend before you sit down. Remember that admissions committees will read many of those essays, so choose your material carefully. Avoid overly sentimental anecdotes and clichéd phrases. Try to come up with vivid details.

Your essay should be read by a competent second reader in order to ensure:

- 1) a clear, logical structure,
- 2) tightly structured paragraphs,
- 3) formal and absolutely correct prose.

You should consider asking an instructor to read your statement, but if you have trouble with your written English, you should also consider finding a tutor or an editor. It is wise to have your essay read by a number of people before you submit it.

Kinds of Personal Statement

American students write personal statements when they apply for entrance into undergraduate study, for graduate study, and for grants and fellowships. These personal statements have different forms, as the committees reading these essays will be evaluating candidates on different criteria.

A personal statement for undergraduate study (B.A./B.Ed.) tends to tell anecdotes in order to illustrate strength of character and personal transformation. The reason these statements are more anecdotal is that, usually, American high school graduates have only a vague idea of what they want to do with themselves, and so undergraduate admissions committees are often looking only for a well-written essay that expresses some sense of personal character and identity.

A personal statement for graduate study (M.A./M.Ed., PhD) tends to be much more business-like, detailing previous projects and plans for further research projects, and explaining how the chosen university provides appropriate opportunities for these projects. These statements are evaluated by admissions committees, who are looking for promising scholars to whom they can offer a good “fit”: they will refuse admission to an excellent prospective student if they cannot imagine a potential mentor for the student on the current faculty or if they think the student’s project requires a different facility.

A personal statement for a fellowship or grant tends to combine elements from the more personal and the more professional models. In these personal statements, the student explains something about his or her character and past but also proposes how the specific opportunity given by the grant or fellowship will enable the student to pursue his or her projects.

The third category seems to be the most appropriate for students applying to a foreign exchange program.

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Personal Statements for Foreign Exchanges

More mature than a high school graduate, less scholarly than a doctoral candidate, a prospective exchange student should be able to demonstrate both strength of character and seriousness of purpose. An admissions committee evaluating potential foreign exchange students will likely ask themselves two basic questions:

- 1--Will this student be able to cope with the stress of living in a foreign culture?
- 2--Will this student take advantage of the opportunity to come to our university?

1.

The first question addresses your character. The university officials want to know that you will not arrive in the United States and become so depressed that you have to go home. An anecdote might help you to make the point that you are a self-reliant, capable person.

Have you faced challenging situations before?

Have you ever lived in a foreign country, and for how long?

Did you ever manage to accomplish something that you had thought impossible or difficult?

What kinds of experiences have given you a strong sense of identity?

This part of the personal statement also allows you to tell a good story so that the admissions committee has a better sense of what kind of person you are. Any specific detail that can make your application memorable will work in your advantage.

2.

The second question addresses your sense of purpose. The university officials will want you to demonstrate somehow that you will not arrive in the United States and spend all of your time at nightclubs. They would like to believe that by allowing you to attend their university, you will make some progress towards an interesting future. So, if you have a clear sense of what you will be doing in five years, you should mention this future goal in your personal statement and explain how spending a year at an American university would help you to accomplish this goal.

Why are you interested in American Studies? Is it the literature, the history, the language, or the culture that triggers your interest?

Why would living in America help you make progress toward your goals?

What classes would you take at the host university?

Why have you chosen to apply for the specific host university (as opposed to another)?

This part of the essay should show that you are a serious student, that you have thought about your future, and that you have done some research to plan your time abroad. You should at least mention the name of the university to which you are applying. From the committee's perspective, you are asking to attend that specific university, not to experience American culture in general.

GOOD LUCK!

Academic Records

- für die Academic Records müssen BAs/Mas **im Kernfach** die **Prüfungsmanager** bitten, eine Leistungsübersicht auszudrucken (das geht nicht von jetzt auf gleich, also am besten im Voraus per Email anfragen und nach Absprache in der Sprechstunde abholen).
- **Für American Studies/English Literature and Culture/British Studies ist Frau Velten im Prüfungsmanagement der Abteilung zuständig, für alle anderen Kernfächer die Prüfungsmanager der jeweiligen Fächer.**
- **BEs/MEs erhalten ihre Leistungsübersicht im HPL, nicht bei den Fächern.**

An der **Bürotür des Studienbüros (P 01-625)** hängt nach Bekanntgabe eine **Liste**, in die sich **Bewerber aus BEd/MEd und Bewerber im BA/MA Kernfach American Studies/English Literature and Culture (British Studies) eintragen** können. Frau Feyerabend gibt die Daten an das HPL, bzw. Frau Velten weiter und diese erstellen dann die Listen. Vereinbaren Sie mit HPL/Velten selbstständig einen Abholtermin. **BA/MA mit anderem Kernfach** wenden sich bitte an die Prüfungsmanager Ihres Kernfachs!

Anschließend müssen Sie anhand **der Leistungsübersicht für jedes Fach eine eigene Liste ins Englische übersetzen. Bitte die neue Vorlage verwenden**, damit alle Ihre Records im gleichen Format eingereicht werden:

→ <http://www.studium.uni-mainz.de/bewerbung-im-ausland/> z.B.

Academic Record

of successfully completed courses
(failed exams are not listed)



Johannes Gutenberg-University Mainz	
Contact: Major (European Literature)	Contact: Minor (Film Studies)
Studienbüro Komparatistik/Europäische Literatur, Buchwissenschaft, Slavistik, Theaterwissenschaft	Prüfungsamt des Fachbereichs 02
Department 05: Philosophy and Philology	Department 02
Postal Address:	Postal Address:
Jakob-Weider Weg 18, D-55099 Mainz	Colonel-Kleinmann-Weg 2, D-55099 Mainz
Phone +49 6131 39-20720	Phone +49 6131 39-22616, -22246
Fax +49 6131 39-20426	Email pruefungsamt02@uni-mainz.de
Email stud05-avl@uni-mainz.de	
Last Name: Mustermann	First Name: Markus
Date of Birth: 01 April 1990	Sex: Male
Place of Birth: Musterstadt	Matriculation Number: 2345678

Target Degree: Bachelor of Arts (Major/Minor)

Course of Studies	Current Semester
Major: European Literature	5
Minor: Film Studies	5

Estimated Time of Enrollment: 6 Semester

The student is currently enrolled at Johannes Gutenberg-University Mainz. As of Winter Term 2011/12 the student has successfully completed 100 of 180 credit points in his modules.

This is to certify that the above is true and a true rendition of the original.

International Office, JGU Mainz

(**) Grading System:
1.0 / 1.3 = very good, 1.7 / 2.0 / 2.3 = good, 2.7 / 3.0 / 3.3 = satisfactory, 3.7 / 4.0 = sufficient
The manner of adding the cumulative and the individual grades is contingent on the specific regulations of the respective department.
be = passed
k.B. = not yet graded
Σ = will be added to the cumulative grade.
Grades listed in parentheses will not be added to the cumulative grade.

Module #	Name	Type of Course	Semester/Date	Credit Points	Grade ^(**)
<small>Failed exams are not listed. Only credits of completed modules are added to the cumulative grade.</small>					
M.05.067.1010	EULModule 5/6: Philological Module "German Literature"		Summer 2011	16	Σ 1.3
05.067.1010	VL German Literature EUL: German Literature in the 20 th Century	Lecture	Winter 2010/11	1	
05.067.1015	PS/S Thematic Seminar in German Literature 1: King Rother	Seminar	Winter 2010/11	4	be
05.067.1020	PS/S Thematic Seminar in German Literature 2: Alfred Döblin: Berlin Alexanderplatz	Seminar	Summer 2011	4	be
05.067.1025	S Thematic Seminar in German Literature: Story and Novel in the 19 th Century	Seminar	Summer 2011	4	be
Module Examination: term paper in a Proseminar or Seminar				Winter 2010/11	1.3
Minor: Film Studies					
M.02.054.010	Module 2: Basics of Film Studies II		Summer 2010	10	Σ 1.3
02.054.030	S Introduction to Film Theory	Seminar	Summer 2010	4	be
02.054.040	VL History of Film II	Lecture	Summer 2010	3	be
02.054.050	S Film Drama	Seminar	Summer 2010	3	be
Module Examination: oral exam				20 July 2010	1.3
M.02.054.020	Module 3: Film Genres		Winter 2010/11	10	Σ 1.5
02.054.060	VL History of Film Genres	Lecture	Winter 2010/11	3	
02.054.070	S Forms of Genre – Animated Movies	Seminar	Winter 2010/11	4	
Module Examination: term paper					2.0
Module Examination: presentation					1.7
02.054.160	S Drama of Genres – Plot in Classic Hollywood Movies	Proseminar	Winter 2010/11	3	
Module Examination: Presentation					1.0
M.02.054.030	Module 4: Film History and Cultural Patterns		Summer 2011	10	Σ 1.3
02.054.090	L Epochal Style	Lecture	Summer 2011	4	
S National Cinematographies – German Exiles in Hollywood 1933-1945					6
Module Examination: oral exam				01 Sept 2011	1.3

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Dort finden Sie neben einem Beispiel und einer Anleitung auch überschreibbare Muster für Ein-Fach-Bachelorstudiengänge, Zwei-Fach-Bachelorstudiengänge, Bachelor of Education etc. Eine **Übersetzungshilfe** finden Sie untenstehend.

Module #	Name	Type of Course	Semester/Date	Credit Points	Grade ¹⁾
<small>Failed exams are not listed. Only credits of completed modules are added to the cumulative grade.</small>					
Major: European Literature					
05.861.020	English Language Test <i>Modul Examination: written exam</i>	Language test	Winter 2009/10 11 Dec 2009	(k.B.)	be
05.861.030	SK French Language Test <i>Modul Examination: written exam</i>	Language test	Summer 2011 17 June 2011	(k.B.)	be
M.05.861.010	Module 1: Introduction to European Literature		Winter 2009/10	12	Σ 2.0
05.861.080	VL Introduction to Comparative Studies	Lecture	Winter 2009/10	2	
05.861.090	PS Introduction to Comparative Studies	Proseminar	Winter 2009/10	3	
05.861.100	PS Introduction to Methods of Comparative Studies	Proseminar	Winter 2009/10	3	
Module Examination: written exam			10 Feb 2010		2.0
M.05.861.020	Module 2: Basic Terminology of Analysis and Interpretation		Summer 2010	12	Σ 1.3
05.861.110	PS Basics of Text Analysis (Prose, Drama, Short Story)	Proseminar	Winter 2009/10	6	
05.861.120	Methods of Text Interpretation: Literary Models and Methods	Proseminar	Summer 2010	3	
Module Examination: term paper			31 August 2010		1.3
M.05.861.030	Module 3: Literary Theory		Summer 2010	14	Σ 2.3
05.861.130	VL Introduction to Literary Theory	Lecture	Summer 2010	2	
05.861.140	PS Poetics: Theory of Postmodernism	Proseminar	Summer 2010	3	
05.861.150	S Literary Theory 1: Genre Theory	Seminar	Summer 2010	3	
05.861.160	S Literary Theory 2: Fiction Theory	Seminar	Summer 2010	3	
Module Examination: oral exam			22 July 2010		2.3
M.05.861.040	Module 4: Internationality of Literature		Winter 2010/11	16	Σ 1.3
05.861.170	VL The Idea of World Literature	Lecture	Summer 2010	2	
05.861.180	PS International Poetry since 1945	Proseminar	Winter 2010/11	3	
05.861.190	S Internationality of Literature: Baudelaire and Poe	Seminar	Winter 2010/11	3	
05.861.200	S Internationality of Literature: The Sonnet	Seminar	Winter 2010/11	3	
Module Examination: term paper			25 March 2011		1.3

Sofern Sie **auch Leistungen von einer anderen Universität einbringen** möchten, müssen Sie von dort ebenfalls eine Leistungsübersicht einfordern, da wir diese Leistungen natürlich nicht im System haben und folglich nicht bescheinigen können. Grundsätzlich gilt aber: machen Sie Ihre Listen und Angaben so vollständig, wie möglich. Sie haben viel gemacht, dann zeigen Sie dies auch!

Mit den fertiggestellten Records ist wie folgt zu verfahren:

1. Die Academic Records mitsamt den Leistungsübersichten dann den jeweiligen Studienbüros oder Prüfungsmanagern des Faches geben und beglaubigen lassen (auch hier, erst erfragen, wer genau das im Fach macht und Zeit einplanen - das kann

vermutlich nicht sofort gemacht werden!).

- **Für das KERNFACH Englisch** (also BA/MA American Studies und British Studies), **sowie BEd/MEd Englisch an Frau Feyerabend im Studienbüro geben**, die, wenn alles okay ist, die beglaubigten Listen an die Direktaustauschkoordinatoren weitergeben und - wenn nicht – sich mit Ihnen in Verbindung setzen.
- **Für die anderen Studienfächer sind die Prüfungsmanager des jeweiligen Faches (BAs) zuständig.**
- Es kann auch (für alle) die **Beglaubigungssprechstunde der Abteilung Internationales** genutzt werden.

Ablaufübersicht

1. **„Leistungsübersicht“ erstellen lassen** (kann 1 Woche in Anspruch nehmen)
 - BEd/MEd ODER Kernfach American Studies oder English Literature and Culture/British Studies: bis Ende der Woche nach Bekanntgabe in Liste an Bürotür P 01-625 eintragen. Frau Feyerabend gibt Ihre Bitte um die Erstellung der Leistungsübersicht an das HPL und Frau Velten direkt weiter, Sie kümmern sich jedoch bitte selbst nach Ablauf einer Woche per E-Mail darum, einen Abholungstermin mit HPL/Velten auszumachen.
 - Andere BA/MA-Kernfächler klären Entsprechendes bitte selbstständig in den Studienbüros bzw. bei den Prüfungsmanagern ihres Kernfachs.

2. **Academic Record ins Englische übersetzen** (kann 1-2 Tage dauern)

Nach Erhalt der Leistungsübersicht:

 - Sie erstellen selbst anhand der Übersetzungshilfe und nach dem Muster das zu Ihrem Studiengang passt Ihren englischsprachigen Academic Record, downloadbar unter:
<http://www.studium.uni-mainz.de/bewerbung-im-ausland/>

3. **Ausdruck des Academic Record mitsamt Leistungsübersicht zur Beglaubigung abgeben** (kann 1t 2 Wochen dauern)
 - BEd/MEd Englisch und BA/MA Kernfach [für American Studies und English Literature and Culture (British Studies)] im Studienbüro bei Frau Feyerabend, ansonsten bei den Studienbüros des Kernfachs einreichen
 - Bei anderen Fächern am besten bei Abgabe im Studienbüro verabreden, ob Sie die Listen wieder abholen oder ob sie an Frau Heydt und Frau Wiegink bzw. Frau Sawallisch weitergeleitet werden
 - Eventuell auch die Beglaubigungssprechstunde der Abteilung Internationales nutzen

4. Sofern alles korrekt ist, leitet Frau Feyerabend den beglaubigten Academic Record an Frau Heydt und Frau Wiegink bzw. Frau Sawallisch weiter; wenn nicht, wird sie Kontakt mit Ihnen aufnehmen und alles Weitere besprechen.

Übersetzungshilfe beim Schreiben der Scheinlisten

Proseminar	Undergraduate Seminar
Seminar	Seminar
Vorlesung	Lecture Course
Übung	Course
Wissenschaftliche/r Mitarbeiter/in	Instructor
Unbenotete Veranstaltung	passed (no grade given)
Hauptfach	Major
Nebenfach	Minor
Germanistik	German Studies
Romanistik	Romance Languages (oder: French/Italian/Spanish Studies)
Allg.+Vergl. Literaturwissenschaft	Comparative Literature/Comp.Lit.
Filmwissenschaft	Film Studies
Ethnologie	Cultural Anthropology
BWL	Business Administration
Politikwissenschaft	Political Science
Pädagogik	Education
Sport	Physical Education/P.E.

Contact Information Direct Exchange Universities

Prof. Scheiding / Dr. Sawallisch

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