



# Tips for consultations with your Prof.

## Preparation:

- Think about specific questions and write them down.
- Think about what information you can get elsewhere and research this (e.g. from fellow students, internet, examination office, etc.).
- Bring ideas and suggestions for topics for which you have already researched literature. An initial rough outline is also helpful.
- Bring pen and paper to the consultation.

## During the consultation:

- If the lecturer does not know you, introduce yourself.
- State your concerns and any preparatory work you have already done (e.g. literature you have read, outline).
- Ask specific questions.
- Make notes.
- Ask again if you have any difficulties in understanding or if anything is unclear.
- Summarise the most important points of the discussion at the end to ensure that there are no misunderstandings.

## Further tips:

- Only talk about your private worries or difficulties during the consultation if they are directly related to your presentation or assignment. (E.g. if deadlines cannot be met).
- Keep to the lecturer's office hours. After all, you want the lecturer to take enough time to deal with your concerns.

