

The *Konzeptpapier*

1. Aims and Purpose of the *Konzeptpapier*
2. Number
3. Procedure
4. Contents
5. Size
6. Format
7. Pre-submission
8. Submission
9. What happens to your *Konzeptpapier* after it has been handed in

1 Aims and Purpose of the *Konzeptpapier*

- 1.1 The *Konzeptpapier* is primarily intended to structure your own preparation. Normally, it will *only* be read by yourself and by the examiner into whose hands you put it.
- 1.2 The *Konzeptpapier* is not required under either the *MPO* or the *LPO*; you are quite free not to hand one in at all. In that event, the examiner will feel free to ask you questions from all areas of the *Teilgebiet (TG)* and the *Schwerpunkt (SP)*.
- 1.3 The *Konzeptpapier* lets the examiner know what areas you have concentrated on during your studies, and serves as a kind of control on the directions in which the examiner will think.
- 1.4 It is in no sense "*verbindlich*" for the examiner.
- 1.5 The *Konzeptpapier* plays no part in the evaluation of your final marks.

2 Number

For the *Teilgebiete (TGs)* I am expected to examine, I suggest you prepare one *Konzeptpapier* per *TG*.

3 Procedure

- 3.1 Consider what you already know (from seminars in your *Hauptstudium*, reading etc.).

- 3.2 Identify your preferred *Schwerpunkt* within the *SP* given at registration.
- 3.3 Decide on a suitable/plausible sequence of steps (2-5) from "*Zusammenhänge des Faches*" to your *special* special topic.

4 Contents

- 4.1 Your *Konzeptpapier* should contain a short statement carefully defining the area you have agreed on, plus the approach or approaches selected.
- 4.2 Although your *Konzeptpapier* may be structured around the intelligent use of questions, the questions you are pursuing will be disguised (e.g. in the form of headings). In particular, the *Konzeptpapier* is NOT intended to propose the questions you hope to be asked in the exam ("*Die Absprache über bestimmte Themen oder Aufgaben zwischen Prüferinnen oder Prüfern und Prüflingen ist nicht zulässig.*" - LPO ' 18 (2) "*Schriftliche Arbeiten unter Aufsicht*" - alt)
- 4.3 The requirements of the oral examination:
LPO ' 20:
- (1) "*Die mündliche Prüfung dient der Feststellung, ob die Prüflinge in der Lage sind, ausgehend von vertieften Kenntnissen in den ... angegebenen Teilgebieten, Aufgaben und Probleme zu lösen und den Bezug zwischen den Gegenständen dieser Teilgebiete und den Gegenständen des Prüfungsfaches insgesamt darzulegen.*"
 - (2) "*Die mündliche Prüfung kann von einem Text, einer Quelle oder einer größeren Aufgabe ausgehen und soll den Prüflingen auch Gelegenheit geben, sich zusammenhängend zu äußern ... Die Aufgaben sind den von den Prüflingen angegebenen Teilgebieten zu entnehmen, dürfen sich aber nicht auf diese beschränken. Die Prüfung muß auch Auskunft darüber geben, in welchem Maß die Prüflinge Verständnis für die Zusammenhänge aufbringen und wesentliche Bereiche ihres Faches überblicken.*"

(Cf. my paper "*Die mündliche Prüfung*").

I therefore suggest (roughly) three bands, working from the general ("*breite Kenntnisse*") to the specific ("*vertiefte Kenntnisse*").

- Band A:* "Contextualisation"
- answers the questions of how the agreed topic relates to the rest of the subject (English Literature, Linguistics, *Fachdidaktik, Landeskunde*), and
 - shows why the topic is worth doing, and
 - shows the relation to the subject-matter of the *Teilgebiet* (i.e.

its place in it), including how it is distinguished from the surrounding areas.

Band B: "My *Schwerpunkt*"

- looks at the topic "from the inside", as it were, and explores the internal content and structure of the *Schwerpunkt*, and
- illustrates the range of study pursued under or covered by the topic.

Band C: A "SP" inside a "SP"

- picks out one aspect of your *Schwerpunkt* (Band B) for further, more detailed exposition.

4.4 Literature should be

- concentrated
- carefully selected
- pitched at an appropriate level (i.e. *not* simple introductory literature, recommendations from the *Grundstudium*, encyclopedias etc.).

5 Size

The ideal size is one A4 page (though more extensive comments, diagrams etc. may require more).

6 Format

6.1 Proportion

The relative proportion should be about 4/5 text to 1/5 literature.

6.2 Heading

Name:

Mag HF / Mag NF / S II / S I

Telephone no.:

Klausur / mündliche Prüfung:

Bereich:

Teilgebiet:

6.3 Body

2-4 bands, arranged approximately as one paragraph per band.

Your points can be formulated in note form, or as running text.

Beware of *lists* (example: "Media in F.L.T.") because listing things is not easy to

organise and makes an unsatisfactory impression on the examiners. Instead, the examiners are likely to be looking for such things as:

- theoretical research
- principles
- knowledge of the most important literature
- critical distance

6.4 Literature

You need about 3 to 7 titles of articles or books specifically related to your topic (cf. ' 3.4, above).

7 Pre-submission

Before finally submitting your *Konzeptpapier*:

- check the relationship of the topic to the context
- check whether your topic is clearly distinguished from neighbouring topics in the same *Teilgebiet*
- check your *Konzeptpapier* for coherence
- check it for clarity
- check it for completeness (locate any gaps)

8 Submission

Aim to submit your *Konzeptpapier*:

8.1 *Magister*

8.1.1 *Klausur*

- between four and two weeks (at the latest) before you write the exam;

8.1.2 Oral exam

- most students submit *Konzeptpapiere* for all three topics at the same time (as under ' 8.1.1 above);

8.2 *Lehramt*

8.2.1 *Klausur*

- in May or December, depending on whether you intend to write in July/August, or in February/March;

8.2.2 Oral exam

- three to four weeks before the examination itself.

9 What happens to your *Konzeptpapier* after it has been handed in

9.1 *Klausur*

9.1.1 *Magister*

In the case of the *Klausur*, the examiner needs to consider a number of possible approaches to the topic which will permit the examinee to show what he or she knows, while also demonstrating the ability to organize their knowledge and arguments round a question.

From the three areas or topics named by the examinee, my practice is to offer one question from each. Under normal circumstances, the two topics *not* selected for treatment in the *Klausur* are made the two topics for the oral examination.

9.1.2 *Lehramt*

In the case of the *Klausur*, the examiner needs to consider a number of possible approaches to the topic which will permit the examinee to show what he or she knows, while also demonstrating the ability to organize their knowledge and arguments round a question.

From the *Teilgebiete* named by the examinee, the examiner has to formulate two questions, which must be submitted to the *staatliches Prüfungsamt*. This means that the *Konzeptpapier* will need to contain material from perspectives which are sufficiently different to permit different questions to be formulated.

9.2 Oral exam

Magister and Lehramt

The examiner will use the *Konzeptpapier* as a skeletal structure on the basis of which he or she can develop a discourse with the candidate (cf. my paper "*Die mündliche Prüfung*").