



---

# **Your Essential Amerikanistik Ersti Manual**

**where you'll find**

**step-by-step guides for the tasks and challenges  
you might encounter in your studies**

---



## How To Eduroam



To access the internet through the university WiFi network **eduroam**, go to your device's **WiFi settings and select "eduroam."**

You only need to **enter your LMU user ID** (LMU-Benutzerkennung), e.g. student@campus.lmu.de and the corresponding password, which you would use when logging into the LSF.



If you need assistance, **try asking your fellow students**, they will most likely be able to help you out! :)

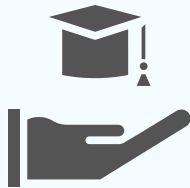


otherwise: the on-site WiFi support available at the **IT service desk office** (Room 2016 in Leopoldstr. 13) can help you out!

You can contact them through:

- writing them (**it-servicedesk@lmu.de**)
- calling them (mondays & wednesdays from 10am to 12pm at **+49 89 2180-3555**)
- stopping by after **making an appointment** (<https://www.lmu.de/de/die-lmu/struktur/zentrale-universitaetsverwaltung/informations-und-kommunikationstechnik-dezernat-vi/it-servicedesk/persoenerlicher-support-termin/index.html>)

# How To LSF & Moodle



**LSF** (Lehre, Studium, Forschung) is the platform used by LMU for the list of all the university's courses (**Vorlesungsverzeichnis**), **enrollment** in these classes and for generating your **transcript of records**, which lists all your grades and the exams you have signed up for until this point.

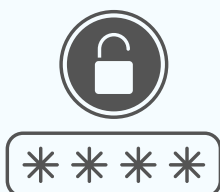


You can **log in to LSF with your Student ID** (e.g. student@campus.lmu.de), which you get at the beginning of your studies at LMU. This usually is your campus email address with everything before @, in most cases this is "Firstname.Lastname" (or an abbreviation of the two).








**Moodle** is an online platform used by most instructors at LMU to distribute **course material** such as presentation slides and reading material for preparation and/or further reading.

It is also a potential **discussion board** for both students and instructors and can be used to **submit papers**.



You can sign up to Moodle courses with a password, which is usually given during the semester's first session. Once you have signed up, you will receive emails to your campus email address through Moodle when course instructors make announcements. So, **Moodle is an important tool to stay up-to-date**.

# How To Bib I: Login

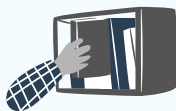
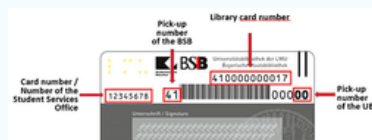
	<p>There are two large databases students at the LMU have access to when it comes to loaning books. One is <b>the UB (Universitätsbibliothek)</b> and one is <b>the BSB (Bayrische Staatsbibliothek)</b> or “StaBi.”</p>
	<p>To search for books students enter either keywords, a title, or the name of the author into the browser of either the <b>OPAC (Online Public Access Catalog) for the UB</b>: <a href="https://opac.ub.uni-muenchen.de/TouchPoint/start.do?View=sunrise&amp;Language=en&amp;Branch=Q">https://opac.ub.uni-muenchen.de/TouchPoint/start.do?View=sunrise&amp;Language=en&amp;Branch=Q</a>, or <b>the OPAC Plus for the BSB</b>: <a href="https://www.bsb-muenchen.de/en/">https://www.bsb-muenchen.de/en/</a>.</p>
	<p>The Login for both libraries is different! For the <b>UB</b> students need to log in with their <b>twelve-digit number</b> beneath the barcode on your library card (on the back of your student ID). For the <b>BSB</b>, students log in directly with their <b>student-IDs</b> by entering <b>their campus email address</b> and the password that goes along with it.</p>
	<p>the <b>UB offers 30 minute webinars</b> on the library basics if you are starting fresh (<a href="https://www.ub.uni-muenchen.de/kurse/studierende/bibliotheksbasics/index.html">https://www.ub.uni-muenchen.de/kurse/studierende/bibliotheksbasics/index.html</a>), or check out their website with detailed <b>information and guides</b>: <a href="https://www.en.ub.uni-muenchen.de/borrowing/index.html">https://www.en.ub.uni-muenchen.de/borrowing/index.html</a>.</p>
	<p>through the <b>UB catalog you can also access scholarly articles online</b>, another databank would be <b>JSTOR</b>: <a href="https://www.jstor.org/">https://www.jstor.org/</a> where you can log in <b>with your LMU credentials</b> (however there might be some restrictions regarding what the LMU has access to) the <b>BSB additionally has e-books, e-journals, and other e-media</b> in their online databases available</p>

# How To Bib II: Pick Up



ortsleihe@b... Imb... 09.03.23  
Mitteilungen der BSB  
WICHTIGE TELEFON/  
FAXNUMMERN: ORTSLEIHE: 089-...

- in the BSB and the UB's main library ("Zentralbibliothek") you need to order books online before you can pick them up. It takes up to three days before you get an **email notification informing you that your books are ready** for you.
- In the BSB some items can only be read in the BSB reading room, which you need to additionally book a timeslot for. More info here: <https://www.bsb-muenchen.de/en/search-and-service/visits-to-the-library/reading-roomsworking-places/general-reading-room/>
- To find your ordered books (to take home), you need to find the bookshelf that has the **first two numbers** of your library card (back of student ID) **in the BSB** and at the **UB's** "Zentralbibliothek" you need to look for the shelf with the **last two bold numbers** of your library card



- In addition to the UB's main library, there are **13 Fachbibliotheken** ("Subject Libraries") where you can't order any books but have to find them yourself amongst all other available mediums
- The **Philologicum holds most of our faculty's books** (American Studies you will mostly find on the 4th floor, as well as in the basement)
- If you are looking for a specific book, it is important to check online if and in which library it is available before **looking for its signature** in the OPAC, which you will need to search for the book in a subject library like the Philologicum.

Exemplare	Bestellung/Vormerkung	mehr zum Titel
Signatur	Status	Standort / Abteilung
0001/8 07-0716	bestellbar	Zentralbibliothek / Magazin Zentralbibliothek
1300/NK 4600 098-5	Verfügbar/Bestellbar an einem anderen Standort	Fachbibl. Philologicum / Freihandbestand
0900/NK 4600 098-5	Verfügbar/Bestellbar an einem anderen Standort	Fachbibl. Historicum / Freihandbestand

# How To **Bib III: Loan & Return**



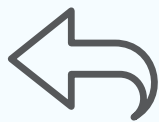
## Loan period

UB:

- The loan period begins when you pick up the media. You can keep track of the loan period with the help of your library account or the deadline slip you receive when you check out the items.
- Books, periodical volumes, CDs: **4 weeks, 4 extensions of 2 weeks each, if not reserved.**

BSB:

- the guaranteed loan **period spans 4 weeks (or 2 weeks for magazines and newspapers)**, however, a loan **cannot be extended once there is a waiting list for your medium**
- An extension of the loan period is possible at the earliest 7 calendar days before the expiration of the loan period.
- As a rule, media **can be renewed twice** for the same loan period under reservation.



## Return:

- Keep track of where you got which book from and **return the medium to that same library!!!**
- you will get a reminder via email that your books need to be returned toward the end of your loaning period
- **If you do not return your books on time, you will be fined.** In the BSB you can use one of three pay machines throughout the opening times of the library to settle all fees either in cash or by cash card. In the UB there is one cash machine in the Central Library, where fees can also be settled by EC card or cash. There, the machine is located next to the entrance to CIP Pool 1 (PC Room 1).
- **If your fees culminate, your account will be restricted!** As always, If you need help, just ask! (:

# How To Cite



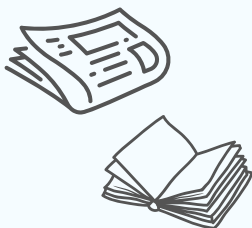
The **style of citation** will depend on the class you are writing for and on the instructor's personal preference.



Classes in the cultural/history department ask for **Chicago**, in the literary department **MLA** (Modern Language Association). The edition may vary, but usually, it will be CMOS-17 and MLA 8 or 9.



Main difference between these two: Chicago uses **footnotes** for **in-text citation** and a **Bibliography** listing all the used sources at the end, whereas MLA lists the in-text citation in round brackets (author's name + page number) and the cumulative list at the end is called **Works Cited**.



Basic rule for **titles**: works that are shorter in length will be cited in "quotation marks," such as essays, book chapters, short stories, journal articles, photographs, etc. Lengthier works, such as entire books, films, collections of essays or poetry, will be noted in *italics*.



For specific usage of these styles of citation and to help you with your lists of sources, we recommend checking out the **Purdue Online Writing Lab (OWL)**, which includes guides and tools for citing your sources correctly and sample papers (<https://owl.purdue.edu>).

# How To Ask for an Extension



Most of your Prüfungsleistungen will come in the form of **seminar papers** to hand in at the end of term.



The **deadline** for these is usually either at the end of August/February or on September/March 15.



If you cannot — for whatever reason— meet this deadline, you can **contact your course instructor**. It makes sense to do this as early as possible. If you have a good reason for asking for the extension, they are usually able to grant you an extension of up **to a few days**.



Another option is to **contact PAGS, the examination office responsible for the Humanities and Social Sciences** ([https://www.pags.pa.uni-muenchen.de/ueber\\_uns/index.html](https://www.pags.pa.uni-muenchen.de/ueber_uns/index.html)).

However, in this case, you will not ask for an extension but instead request a “**Prüfungsrücktritt mit Neufestsetzung des Prüfungsdatums**.” This is quite an effort. They have their own form online, which you and your doctor will have to fill out. A normal doctor’s note will not suffice.

**Note:** most course instructors don’t know that PAGS does not grant simple extensions!



The online form asks for a very **detailed account of your symptoms** and how they affect your ability to sit the exam or write the paper. It might seem a display of very private information (if you are really ill) but is, unfortunately, the only way.



# How To Bachelor's Thesis



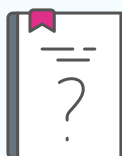
Seek a **meeting with potential advisors** early to find out whether they are free to advise, talk about possible topics, and see whether you are a good fit.



Your advisor will most likely ask you to focus on **either a cultural/historical aspect or literary works**. (Of course, in the end it will always be a mixture of both.)



**Registration** for the thesis is usually at the end of the semester break (last week of March or September) and only possible for **one week** (Monday–Friday). It does not matter when you hand in your registration form – you will only have **10 weeks** from the first day of that registration period (Monday) to finish your thesis.



You will have to fill out a **registration form** with your advisor, including the **topic for your thesis**. Once the week for registration has passed, you will not be able to change your topic! (It's good, then, to make really sure you're happy with the subject and best to keep it a little vague. This way, there's room for changes later on.) The **specific title of your thesis can be changed** until the day of submission.



Over the semester, during which you will be writing your thesis, you will also enroll in a **colloquium**, which is meant to guide you along your process and give you the opportunity to **present your progress** to an additional advisor/ other students and listen to their projects. You will most likely attend an **additional colloquium with your thesis instructor** and the group of students they supervise.

# How To Transition to MA



The Amerika-Institut has **one master's degree**, which used to be two: one each for the department of history/culture and one for the literary department. The 2019 version combines both in one degree, just like the BA, and is (weirdly) called "**MA American History, Culture and Society.**"



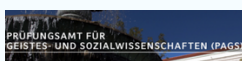
You can apply for the master's degree during your last semester of the BA program.  
The **deadline** usually is around **July 1**. Check the institute website for specifics (<https://www.en.amerikanistik.uni-muenchen.de/studium/ma/application/index.html>).



To apply, you will need to **write a short essay** on one of two given topics, fill out the **online application form**, and attach a **writing sample** and a **transcript of records**.



**Admission letters** will usually be sent out within the month. To fully enroll in the program, you will have to present your **bachelor's certificate** at the end of the semester until the given deadline, usually at the end of September.



It is important that you do the **Rückmeldung** (continuation of registration) on time. You will then have to apply for a **Fachwechsel** at the end of September once you have your bachelor's certificate.

It might help to **contact PAGS** reminding them that you are finishing your degree and stressing the urgency of the document. The same applies to any late exams and deadlines you might have. Let the **course instructor** know that you will need your grade early.

# How To Get Mental Health Support



If you are going through an **acute crisis**, please call  
“Psychiatrische Krisendienst” (psychiatric crisis service):  
**0800/655 3000 ! (in GERMAN)**, or  
“Samaritans”: **+44 116 123 ! (in ENGLISH)**



First of all: it is completely normal to feel overwhelmed at times. Starting a new chapter in life and dealing with a new setting, new people, and new topics is no easy task! And even if you are used to university - it is okay to struggle! However, it **is important that you take care of your mental health** - there is no shame in doing so and many of us have been in a similar situation!



**Studierendenwerk München** has several Counselling Services. They are **free, confidential, and anonymous** and you will not need a Health insurance card. There will be no attendance records, so you do not have to worry about anyone finding out about you going to counseling. They offer consultations in **German, English and French**.



They will help you with **different issues** - not only related to your studies. They can also give you informations on how **to find a psychotherapist** in case you are interested in that. On average, the Studierendenwerk can offer **three 50-minute consultations per case**.



You will have to **register for counseling** before going there ( **+49 89 38196-1202**) during their registration hours: <https://www.studierendenwerk-muenchen-oberbayern.de/en/advisory-network/psychotherapeutic-and-psychosocial-advisory-service/>. Everything else will be arranged with the counselor.

# How To Deal with Problems at AI



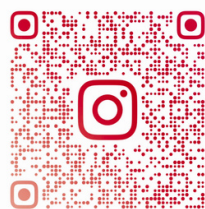
The Amerika Institute is a place of **respect, learning and cooperation**. We want you to feel respected, welcomed and appreciated at all times. However, if there are situations in which you feel like these values are not met, **we are there to help!**



Such situations can be **look different for each individual** (maybe it was a comment a student or professor made, or you feel like the class or grading is a off). Whatever it is: **if you feel like it goes against our values, speak up!** Oftentimes, situations can be fixed by talking about them with the involved person.



It can be difficult to approach people about these issues. Especially if they concern **you (as individual or group) and a professor**. In any case, we are here to help! Together, we will talk about the issue and find solutions! We will always keep it **anonymous** and only approach the person if you explicitly ask us to! We are also students and know how tricky such situations can be!



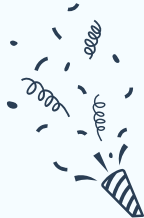
FACHSCHAFT.AMERIKANISTIK.LMU

You can always **approach us by sending a DM** on Instagram, throwing a **letter in our letterbox** or approaching us personally. You can also **show up at our Fachschaftsmeetings** - there will always be someone at the **Fachschaftsroom** that you can approach and talk to - even if you want to make an appointment to talk in private with someone from our group!



We as Fachschaft can act as mediators, but if there is a problem with the teaching at AI, professors or individual students, we will speak up! It is our job to represent you and make sure you have the best possible time studying at the AI. **Your concerns our our concerns and we will always take them seriously!**

# How To Fachschaft

	<p>The Amerika Institute is a place of <b>respect, learning and cooperation</b>. We want you to feel respected, welcomed and appreciated at all times. However, if there are situations in which you feel like these values are not met, <b>we are there to help!</b> If you have questions, need guidance or have an acute problem with faculty <b>we are your safe haven</b>. You can use our email address, Instagram DMs, our mailbox at S107 VG or <b>just talk to us</b> in the hallway.</p>
	<p>Additionally, we facilitate cross-semester and institutional communication through our annual winter and summer <b>parties</b>, as well as <b>movie, karaoke or board game nights</b>. Follow us on Instagram to stay updated on upcoming events and other interesting offers university and America related.</p>
	<p>As Fachschaft ("student council"), we are the <b>representatives</b> of all students studying at the Amerika Institut. Every year you can <b>vote five of us into official roles</b> within the university structure. This means that we represent the student perspective (your perspective!) at staff meetings, in front of the faculty board and university-wide working alongside all other student councils (Konvent der Fachschaften).</p>
	<p>By electing official representation we are able to co-create university life for you. Furthermore, these official roles allow for insight into what is and is not possible within the bureaucracy of the LMU. Stuff like this also looks <b>good on CVs</b>. We look forward to new faces whether you want to candidate for official roles or help with organizing parties, we look forward to hearing from you!</p>

