From your SPH AMS Administrator: Anita Lucas

OFFICE HOURS Mon, Tues 8:45am -4:45pm: Wed 9:30am-1:00pm
SPH, 207 Bouverie St, Level 4, Room 427
Note: I will be on leave from Wednesday 21st November to Monday 14th January (see Item 6 below)

For additional tips, click on to the SPH AMS Website for Current Students at http://www.sph.unimelb.edu.au/undergrad/ams/current/
All email bulletins for the year 2007/08 are also posted on this site.

To All SPH AMS students
In this bulletin you will find important information on

1. Reminder – 1st Progress Report was Due Yesterday (Nov 12)
2. February Work-in-Progress Presentations
3. AMS Skills Workshops
4. Planning your Semester Break
5. Arts subject results
6. SPH AMS Office Hours over the Christmas/January period

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1. REMINDER – 1st Progress Report was Due Yesterday (Nov 12)

For those students who have not already handed in their Progress Report to the Faculty AMS office, please email Katie Dumas, Faculty AMS Administrator, on ams-adm@unimelb.edu.au to explain the delay.

Then go to http://www.medicine.unimelb.edu.au/ams/forms/forms_resources.html to download a copy of the required form.
The report must be completed and signed by yourself and your supervisor. You will need to make an appointment with your supervisor immediately.

Completed Progress Reports are to be forwarded to the Faculty AMS Office ASAP, either by faxing to +61 3 8344 0188 or post/hand delivery to:

Katie Dumas
AMS Administrator
Medical Education Unit (MEU)
Level 7 North Wing
Faculty of Medicine, Dentistry and Health Sciences
The University of Melbourne
Victoria 3010 Australia

2. February Work-in-Progress Presentations

The SPH AMS Work-in-Progress Presentations will be held on Monday 11th & Tuesday 12th February (except Public Health Perspectives in Women’s Health which is scheduled in late February).

Program
A program has been prepared and has been posted on the SPH AMS Current students page http://www.sph.unimelb.edu.au/undergrad/ams/current/
Please check the time that you have been assigned.
ACTION REQUIRED
Please forward your proposed Research Question to me on anita.lucas@unimelb.edu.au by Friday January 25 2008. The program will then be updated using these titles and posted on the Current Students page. Don’t worry if it is not your final refined question. It is of course a ‘work-in-progress’.
**Attendance**
All students are expected to attend sessions other than their own and participate in discussion and question time. Free morning teas on both days of the Program and lunch on Monday will be provided.

**Assessment**
As previously notified, the oral presentations of CHS AMS students ONLY will be assessed in February (i.e. Medical Humanities, Social Health & Complementary and Alternative Medicine students). This assessment will be worth 15% of the Research Component of the overall final result. Other students can use this presentation as preparation for their final presentation at the May conference which may be assessed.

**Presentation Guidelines**
Presentation Guidelines were included in the notes circulated at the Writing Workshop 1 yesterday. A presentation skills workshop will also be held on Monday Feb 4 (See Item 3 below).

**3. SPH AMS Skills Workshops**
These workshops are available to all SPH AMS students. Make sure that you attend to help you achieve your goals during Semester 7.

**Writing Skills Workshop 1: Getting started on your report and preparing for the February work-in-progress presentations**
This session was held yesterday. Notes have now been posted on the SPH AMS Current Students Page [http://www.sph.unimelb.edu.au/undergrad/ams/current/](http://www.sph.unimelb.edu.au/undergrad/ams/current/)

**Presentation Skills Workshop 1**
Monday 4th February 2:00-3:30pm
Venue: SPH, 207 Bouverie St, Level 4 Room 410
This session will help you prepare for your February Work in Progress Presentations the following week.

**Writing Skills Workshop 2 & 3**
These two writing skills workshops will be held in late Feb/early March. They will be practical sessions held in computer labs. Students are invited to bring hard and soft samples of your writing.

**4. Planning your Semester Break**
Half of your AMS year is nearly over! Semester 6 ends on November 16. Don’t panic! If you have a good plan for the remainder of the year (and actually follow it), all should fall into place.

What you should do before the break
- Talk to your supervisor about what you should be doing over the break
- Check if your supervisor plans to take leave over January. Although the AMS Semester commences on January 16, not all supervisors will return by this date
- Consider the information provided in the Writing Workshop 1 and reflect on how it applies to your project
- Make sure that you meet with your supervisor prior to the February work in progress presentations
- Plan your meeting dates for Semester 7 with your supervisor, taking into consideration the important dates listed on the AMS Calendar and major milestones that you identify

Good Luck and Enjoy!

**5. Arts subject results (CHS students only)**
CHS AMS students enrolled in Arts Faculty subjects will not be able to check their Semester 2 coursework results via SIS. I will individually inform you of your results via email at the beginning of next Semester in late January.

I hope that you have enjoyed the semester moonlighting as an Arts student. I would be keen to hear feedback on the subjects you chose.
6. Office Hours over the Christmas/January period
I will be taking annual leave from Wednesday November 21 and will return Monday January 14.

All emails sent during my absence will be attended to upon my return. If you require urgent assistance, you may wish to contact the SPH AMS Coordinator Ali Brookes on abroo@unimelb.edu.au or your Unit Coordinator.

If you require access to the SPH AMS Report Library during my absence, please see Caitlin at the Academic Programs Office Reception Desk.

This will be the last SPH AMS Student Email Bulletin for the 2007. Check the Current Students Page http://www.sph.unimelb.edu.au/undergrad/ams/current/ for additional information. See you in 2008.

WISHING YOU ALL A VERY MERRY CHRISTMAS AND A HAPPY AND SUCCESSFUL NEW YEAR

Cheers
Anita

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       Wednesday mornings 9:30am - 1:00pm