To All SPH AMS students

Welcome to the first email bulletin of the year!
Bulletins will be sent monthly during Semester to keep you informed about important SPH AMS dates and activities. In case you miss one, they will be archived on the SPH AMS Current Students Page http://www.sph.unimelb.edu.au/undergrad/ams/current/

If you would prefer me to email you on a different email address in future, please let me know by emailing me on ams-sph@unimelb.edu.au

In this bulletin you will find important information on:

1. SPH AMS Planning Calendar
2. SPH AMS Study Skills Week – 24th–27th July
3. SPH AMS Library and Online Reports
4. Student Photos
5. Printing Quota

1. SPH AMS Planning Calendar

It was great to see so many of you at the Orientation Lunch last Monday.

I hope that Ava Lam (Past SPH AMS student) was able to provide you with great insight into what may lay ahead during your AMS year. As Terry Nolan (Head of School) suggested, take the opportunity to immerse yourself in the activities of the School. Your year will fly past before you know it.

To help you remember important AMS activities and plan your year, we distributed the 2007/08 SPH AMS Planning Calendar to students and supervisors at the Orientation Lunch. Don’t be scared to write on the calendar. Add your own goals along the way. Work with your supervisor to identify important dates and timelines for your individual project.

IF YOU WERE UNABLE TO ATTEND THE LUNCH AND HAVE NOT AS YET PICKED UP YOUR FULL COLOUR COPY OF THE AMS CALENDAR, DROP BY MY OFFICE (SPH, 207 Bouverie St, Room 427) DURING MY OFFICE HOURS (See Above) TO PICK ONE UP.

A electronic version in pdf format has also been posted on the SPH AMS Current Students page http://www.sph.unimelb.edu.au/undergrad/ams/current/

2. SPH AMS Study Skills Week – 24th–27th July

‘Study Skills Week’ is a series of four short sessions that have been developed for SPH AMS students to help prepare them for the year ahead. The sessions will be held...
next week and although they are not assessed, it is strongly advised that you attend. AMS Supervisors will expect that all students have acquired the skills covered in these sessions.

Please refer to the SPH AMS Current Students Page link for the Study Skills Week Timetable [http://www.sph.unimelb.edu.au/undergrad/ams/current/studyskillsweek](http://www.sph.unimelb.edu.au/undergrad/ams/current/studyskillsweek). I have taken special care to program sessions so that they don’t clash with coursework subject lectures that commence during the same week.

Sessions will include

- **'Working with Supervisors'** – This session will help you understand what supervisors will expect of you and likewise what you can expect from your supervisor.
- **'Reading and Notetaking for AMS'** – This session will be run by the Language and Learning Skills Unit (LLSU). It will be a practical session to help you deal the volume of reading and notetaking you will be required to deal with over the year.
- **'Database Searching'** – Database searching is an important research skill. It is important to be aware of the range of databases available for different needs. Developing an appropriate range of keywords to search is crucial in finding relevant information on which to base your research.
- **'EndNote'** – Due to the volume of reading that you will be doing during your AMS year, it is important to start developing your catalogue of references now. No matter how good you think your filing system or your memory is, you can’t hope to keep track of everything unless you use a tool such as EndNote to manage them.

These sessions will not be repeated, so check the timetable and mark them in your diary.

Please note a change of room for the Reading and Notetaking Session on the morning of Friday 27th July. It will now be held in the Basement Room 113, 207 Bouverie St.

### 3. SPH AMS Library and Online Reports

Past SPH AMS Reports (2001/02 – 2006/07) are available for student borrowing from the SPH AMS Library. The library is located on Level 4, 207 Bouverie St near the SPH AMS Administration Office.

Please see Anita Lucas, Room 427, Level 4, 207 Bouverie St, to access the library

Library Hours: Mon & Tues 9:00am– 4:45pm, Wed 9:30am – 1pm

Before you come in, have a look at the library catalogue via the link 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)

The catalogue contains information that includes the author’s name, report title, supervisor name and type of research undertaken. Supervisors with be able to advise you of particular reports that may be of interest to you.

AMS Reports can be borrowed for a period of two weeks. Please enter details in the yellow borrowing book at the library.

You can also find some examples of past SPH AMS reports online by visiting [http://www.sph.unimelb.edu.au/undergrad/ams/amsreportsonline](http://www.sph.unimelb.edu.au/undergrad/ams/amsreportsonline)
4. Student Photos

To help with getting to know you all, we would like to set up an SPH AMS Photo Board to be displayed in the AMS/Postgraduate Computer Room and to be circulated to all SPH AMS students and supervisors.

If you have a suitable digital photo of yourself, could you please forward it to ams-sph@unimelb.edu.au.

The photo should show your face clearly, so a head and shoulder shot would be ideal.

The photo will also be used in the Conference Abstracts booklet circulated at the end of year AMS Conference.

If you are not able to get hold of a suitable photo by Tuesday 24th July, please see me (SPH, Level 4, Room 410), after the Study Skills Week 'Working with Supervisors’ session (SPH, Level 4, Room 410).

5. Printing Quota

The AMS/Postgraduate Computer Room on Level 4, 207 Bouverie St is available to all SPH AMS students Monday – Friday between 9am and 5pm. Please note that all computers will automatically shut down at 4:55pm and the computer room will be locked at 5pm.

All SPH AMS students are allocated a printing quota of $25 (@ 10c per page) using the printer in the AMS room.

To activate your printing quota please submit an IT request by using the following link

http://servicedesk.unimelb.edu.au/itsc/mdhs/

In the description box please indicate that you are an AMS student wishing to activate your printing quota. Select Location: ‘Population Health and Nursing’

Computers will display the remaining credit you have available.

If you wish to top up your printing quota later in the year, extra printing credits can be purchased from the Level 4 Academic Programs Office Reception window.

I hope that you have found this email bulletin informative. Of course, please let me know if you are experiencing any problems with settling in.

Cheers
Anita