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

To All SPH AMS students

In this bulletin you will find important information on
1. AMS Project Outlines – Due Monday 20th August
2. AMS Study Skills Week Evaluation
3. Updates to Current SPH AMS students page
4. SPH AMS Report Library

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**1. AMS Project Outlines – Due next Monday (20th August)**

As you are probably well aware, Project Outlines are due next Monday.

Guidelines were emailed to all students by Katie Dumas at the Faculty AMS office. In case you missed them, I have also posted these guidelines 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/)

Please remember that it is very important that you have discussed your project outline with your supervisor prior to submission. Your project will of course evolve during the year. The aim of the project outline is to ensure that you are on track.

**Submission Details**
When submitting your project outline, it would be appreciated if all SPH AMS students could copy their submission to SPH as well as the Faculty AMS office.

Submission may be made electronically or in a hard copy to BOTH the

**Faculty AMS office**
<ams-adm@unimelb.edu.au> OR MEU Reception: Level 7, North Wing, Medical Building

AND

**SPH AMS Office**
<ams-sph@unimelb.edu.au> OR SPH, 207 Bouverie St, Level 4, Room 427

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**2. AMS Study Skills Week Evaluation**

I hope that you have already started to benefit from the skills that you developed during the SPH's 'AMS Study Skills Week' held at the end of July.

I would love to hear of your experiences. Were the sessions beneficial or a waste of time? **Please refer to the attached evaluation form** and return completed surveys by **Friday 31st August** via return email to ams-sph@unimelb.edu.au or in person to my office SPH, Level 4, Room 427.

The surveys are anonymous, so let me know what you think. I would appreciate your help as it will assist in planning activities later in the year.
3. Updates to Current Students Page

All current SPH AMS students should frequently visit the 'Current Students' section of the SPH's AMS Website.

Notes from the ‘Study Skills Week’ sessions have recently been posted on this site http://www.sph.unimelb.edu.au/undergrad/ams/current/


It is great to see students already using the SPH’s AMS Report Library located at the SPH, 207 Bouverie St on Level 4.

Reports held in this library
2001/02 – 2004/05 Centre for Health and Society AMS Unit Reports ONLY
2005/06 & 2006/07 All SPH AMS Unit Reports (CHS, KCWHS, SHU & CIMH)


Entries describe the type of research undertaken as well as the title.

Reports are available to be borrowed for a maximum period of two weeks. Please see me (Anita) in Room 427 during my office hours to access the library which is locked. You may wish to check with me first to make sure that the particular volume you are after is available. Borrowings are to be recorded in the 'AMS Borrowing Book' in the library cabinet.

More AMS reports are available on-line on the SPH AMS Website http://www.sph.unimelb.edu.au/undergrad/ams/current/amsreportsonline.html

All SPH AMS students are welcome to borrow from this library. Please look after these reports for all to share. I am currently endeavouring to replace reports that are missing from the library.

Students from KCWHS, CIMH and SHU, please ask your supervisor if you would like to access past AMS Reports produced prior to 2005/06 from your particular unit.

All for now!
Remember please let me know if you are experiencing any problems during the year, I may be able to point you in the right direction for assistance.

Cheers
Anita