School of Physics
MSc and Grad Dip Advanced Orientation Week
Program 2019
25 February – 1 March

Monday 25 February		
9.30 am – 1.00 pm	**Faculty of Science – Graduate Welcome and Expo** ***Basement Theatre, Melbourne School of Design***	*Faculty of Science*
2.00 – 3.00 pm	**School of Physics Welcome and Information Session** ***Geoff Opat Seminar Room, Level 6, David Caro Building***	*Jeff McCallum* *Poppy Gatsios*
3.00 – 3.30 pm	**School of Physics – Drinks and nibbles** ***Conference Room, Level 7, David Caro Building***	*Innes Bigaran*
Tuesday 26 February		
11.00 – 11.30 am	**Safer Community Induction** ***Geoff Opat Seminar Room, Level 6, David Caro Building***	*Ben Bajonat*
12.00 – 1.00 pm	**General Housekeeping (keys, access, computer accounts, etc)** **Reception, Level 1, David Caro Building** Jenny De Boer at reception will be available to arrange keys, proxy access and profile for your Physics computer account to be activated. You MUST see your supervisor and obtain your student card at least 24 hours before seeing Jenny.	*Jenny De Boer*
2.30 – 4.00 pm	**Unconscious Bias Training** ***Laby Theatre*** Gender Matters will lead a discussion on what is unconscious bias and how we can ensure bias does not affect our conduct and treatment of others. All staff and students of the School of Physics are expected to complete this training.	*Jacinta Den Besten*
3.00 – 4.00 pm	**General Housekeeping (keys, access, computer accounts, etc)** ***Reception, Level 1, David Caro Building*** Jenny De Boer at reception will be available to arrange keys, proxy access and profile for your Physics computer account to be activated. You MUST see your supervisor and obtain your student card at least 24 hours before seeing Jenny.	*Jenny De Boer*

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Wednesday 27 February		
9.30 – 10.00 am	**Glass Safety** ***Cuming Theatre, School of Chemistry***	*Les Gamel, Faculty of Science*
10.00 – 12.30 pm ***(break at 11.00 am)***	**Laser, X-ray and radiation safety** ***Cuming Theatre, School of Chemistry***	*Steve Guggenheimer, OHS&IM*
1.30 – 2.30 pm	**Physics Lab Safety** ***Geoff Opat Seminar Room, Level 6, David Caro Building***	*Melaku Alemu*
3.00 – 4.00 pm	**Research Skills for MSc students** ***Geoff Opat Seminar Room, Level 6, David Caro Building*** A one-hour session to introduce the research skills you will need to meet the demands of your MSc Thesis. Please bring your own device. Items to be covered: • What is a literature review? *You will have to write one, so best to find out now!* • How do I search effectively? *Generate keywords and search strings.* *Learn search tips and strategies to save you time and find relevant papers.* • What do I search? *Learn how to interrogate relevant databases, set up keyword alerts, table of content alerts for journals and citation counts for effective searching.* • How do I cite properly? *Which reference management software should I use?* *Resources to assist with citation styles, an overview of EndNote, Mendeley, Zotero and LaTex.*	*David Honeybone*

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Thursday 28 February		
10.00 – 11.00 am	**Research Integrity** ***Cuming Theatre, School of Chemistry***	*Catherine Nie & Tom Wright, Office for Research Ethics and Integrity*
11.15 – 11.45 am	**Maintaining your Mental Health and Wellbeing** ***Cuming Theatre, School of Chemistry***	*Orania Tokatlidis, Counselling & Psychological Services*
2.00 – 3.00 pm	**General Safety Induction** ***Geoff Opat Seminar Room, Level 6 David Caro Building*** Attendance is compulsory for all new staff and graduate students.	*Chris Chantler*
Friday 1 March		
10.00 – 11.30 am	**School of Physics Demonstrator Training** ***Part I Laboratories, Level 3, David Caro Building*** Attendance is compulsory for all new demonstrators. **Contract set up for new casual demonstrators and tutors** ***Part I Laboratories, Level 3, David Caro Building*** • Contracts are now done online. • Confirm your details with Melaku Alemu. • You will receive an email from the University with links to relevant information. Read through carefully and complete as indicated. A verified copy of your work rights is required (passport/birth certificate). NB: You can make a copy of your passport/birth certificate in the 1st Year labs and get it 'sighted' when you drop in to the Level 3 lab.	*Jacinta Den Besten* *Melaku Alemu*