

Four Week Graduate Mentoring Program

The following plan provides *suggestions* for activities or topics for discussion over four meetings between Mentors and Mentees.

Week 1: Getting to know each other

Mentors and Mentees may discuss some of the characteristics of the teaching and learning environment in the Faculty of Economics and Commerce.

Lectures & Tutorials

- attendance
- expectations of lecturers
- asking questions
- reading assigned material & coming prepared to class
- participation in class discussions
- how to contact Faculty staff

Photocopying

- Bailleu: basement @ copy centre & 3rd floor (must purchase card)
- Union House

Computers

- Postgraduate Computer Centre – Alan Gilbert Building
- Bailleu Library 1st floor
- Union House – 4th floor
- Student IT, Building 161 (Monash Road)

Email Accounts

- Go to computer centre on Monash Road to activate your email account. This is very important as the Faculty staff will send all emails regarding changes in class locations, information on assignments, etc to the University registered email address.

Week Two: Facilities available at University

Library

- If you need help, see information desk or librarians
- Suggestion: apply for a carrel (study nook)
- Buddy System
- Library tours & classes are offered at the beginning of the semester

Galleries

- Ian Potter Museum of Art
- Grainger Museum
- George Paton Gallery
- Union House Theatre
- Medical History Museum
- Rowden White Library, Union House
- Faculty of Music: Melba Hall, Conservatorium of Music. Free music recitals are held Monday lunchtimes, particularly featuring performances by students.

Melbourne University Sports Centre

University Bookshop

Centre for Indigenous Education

Chaplaincy (Ecumenical)

Disability Liaison Unit

Health Service and Student Dental Service

Student Support Centre in the Baldwin Spencer Building

Week 3: The Teaching & Learning Unit and Assessment in the Faculty of Economics and Commerce

Assessment at Melbourne University might be different from your first university. It is important to understand your lecturers' expectations regarding:

- Plagiarism and Academic Honesty (<http://academichonesty.unimelb.edu.au/>)
- References and Citations in academic writing

Helpsheets and Booklets are available at the TLU, such as 'The Research Process', 'Writing a Literature Review', 'Conducting an Interview for Data Collection', 'Completing a PhD', and many many more.

Important to make an appointment to see the TLU because they can help with all of these issues Consider a tour of the TLU, level 2, Babel building

Essays

Structure is extremely important:

Go to TLU for help with your essay assignments

Exams

- Case studies
- Questions regarding specific concepts
- General questions where it is up to the student to narrow down topic
- Essay questions: form, content, ideas, ability of student to back up argument with facts
- Look up old exams at Bailleu & online

Other features of teaching and learning in the Faculty of Economics and Commerce

- Group essays / group projects
- Class participation
- Case studies
- Presentations
- Reports
- Tutorial participation

Week 4: Social Activities on Campus and about Melbourne

Nice quiet places to work & relax

- Bailleu Library has silent study areas
- Graduate Centre has a loft & places to relax & just hang out
- U-Bar at the Union House, 1st floor, nice place to meet friends & have lunch
- Overseas student lounge, 1st floor, Union House
- Mature age room, Union House
- Queer lounge, Union House

Carlton & the City

- Lygon Street
- Sydney Road
- Brunswick Street
- CBD
- Chapel Street

Things to do on the weekend

- Visit St. Kilda beach
- Shop at the Queen Victoria Market
- Visit the Museums
- Visit the Botanical Gardens – picnic, walk around, read in the park
- Visit the Aquarium
- Visit Southbank
- Visit Chinatown