




# Kovsie Advice

Quarter 3, 2019



## Destination: *DREAM JOB*

T: +27 51 401 7421 | E: [advising@ufs.ac.za](mailto:advising@ufs.ac.za) | [www.ufs.ac.za/ctl](http://www.ufs.ac.za/ctl)

 UFSUV |  UFSweb |  UFSweb |  ufsuv

*Inspiring excellence. Transforming lives.*

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS·UV  
CENTRE FOR TEACHING  
AND LEARNING (CTL)



**06**

Do you have the skills that the world is looking for?



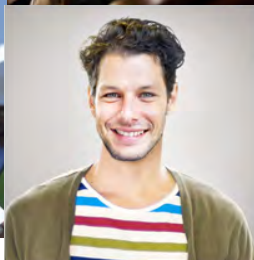
**13**

Learning from tests results



**17**

Find your way—tell me your story



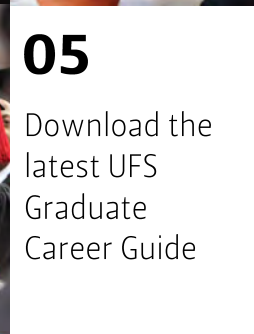
**22**

Helpful resources to get to your dream career



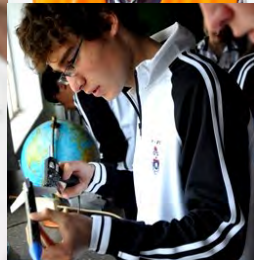
**10**

Things did not go your way—what now?



**05**

Download the latest UFS Graduate Career Guide



**04**

Get help to plan your study time

**16**

Get in contact with your faculty

**20**

How to cope with a heavy workload

# Content

Click on the number to visit the article

# Dear *Kovsie*

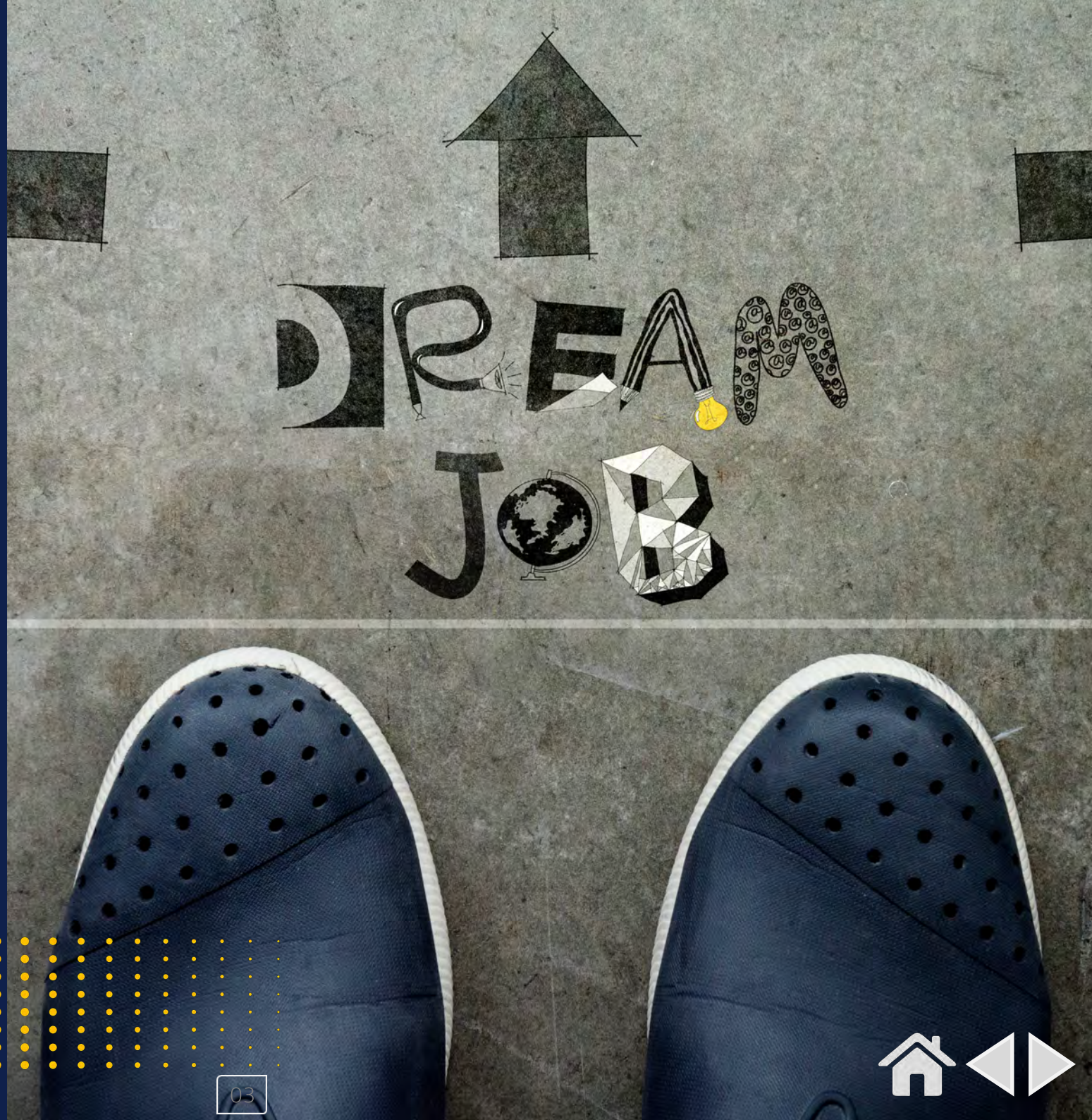
It is time to lace up and get going, with the exams approaching fast. The third quarter is full of excitement, changes, and academic commitments. Furthermore, staying in touch with your dreams and ideals can be difficult. While juniors are still struggling to find their way to cope with the academic workload, those who graduate soon are trying to find their place in the sun after graduation.

With this edition of the Kovsie Advice, we would like to help you get ready for the busy academic times ahead. But we would also want to dedicate edition to helping you align your tasks and efforts with where you would like to end up one day—that dream job!

We will share ideas and resources with you that will help you in aligning your academic pathway with your career aspirations.

Enjoy the journey with us!

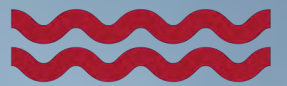
The UFS Advising team



# *Need help to plan your study time?*

We would like to help you plan and manage your study timetable like a pro. Follow this short online course and download our tools to help you achieve excellence. Click on the link below:

Click Here



# Graduate

Career Services  
is a division in  
Student Affairs

## Career Guide 2019–2020

GRAB YOUR  
COPY NOW!

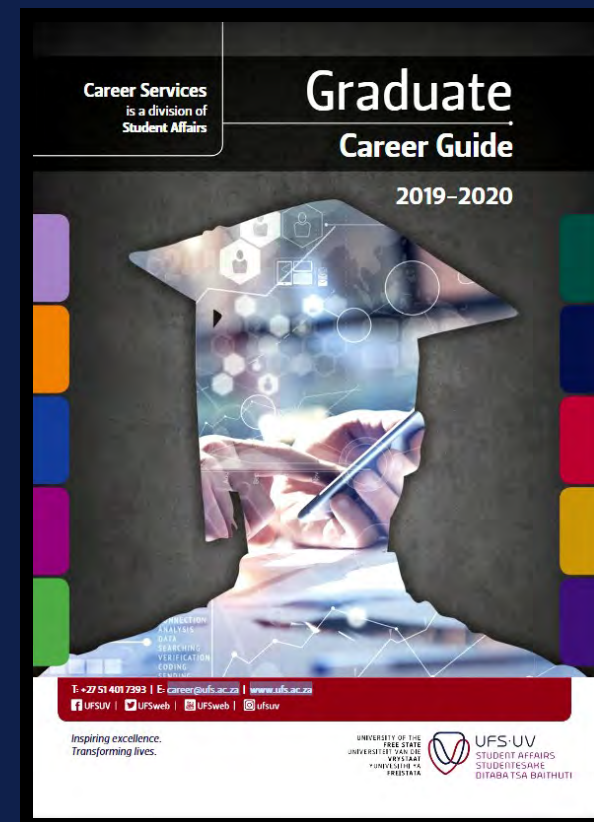
### *UFS Career Services did it again!*

The latest Graduate Career Guide is hot off the press. This year, articles focus on the future of work, entrepreneurship, the Fourth Industrial Revolution, and the impact it will have on higher-education institutions.

You can find helpful articles around job applications, employability, entrepreneurship, and mental health.

Follow in the footsteps of successful UFS alumni, and learn about their journeys to find that perfect career. The Employer Directory shares information on firms that are recruiting students in various industries.

Click on the cover and get your copy now!



Click on the image to view the  
Graduate Career Guide





# DO YOU HAVE THE SKILLS THE *WORLD* IS LOOKING FOR?

With the lower employment rate, students are often worried whether the degree they chose would land them that perfect job. Advisors are often asked what students can do to make sure that they stand out from the crowd. Truth is, you need more than a specific degree to be the perfect candidate for that position you are dreaming of. You also need the right skills. We looked into some of the skills that companies will require in near future. See what we found on the next two pages.



**Scarce skills in demand among employers in 2019**

1

### MANAGEMENT SKILLS

Employers need people who can solve problems, make plans, and implement innovation



2

### TEAMWORK SKILLS

Being able to compromise in order to get things done, and functioning as part of a bigger whole



4

### COMMUNICATION SKILLS

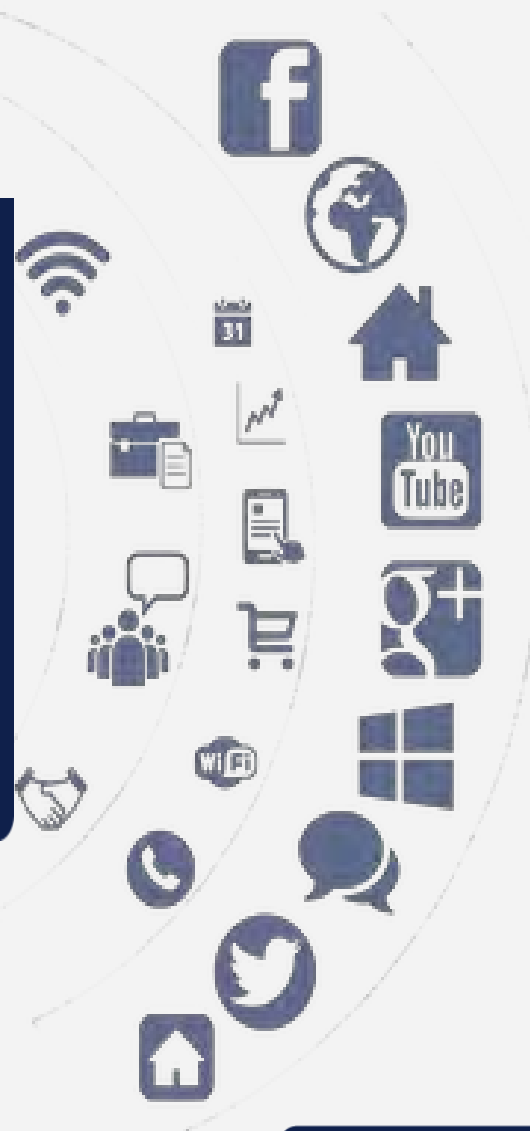
Getting your message across, but also listening actively to others, and making them feel heard



3

### SELF-MANAGEMENT SKILLS

Ability to work independently, manage your time and your responsibilities



[Click Here](#)

To read the full article as published by EduConnect

# Soft Skills in demand in 2019

**‘Never give up on something you really want. It’s difficult to wait, but more difficult to regret.’**





# Things didn't go your way – **NOW WHAT?**

So, semester 1 might have gone well; but for some, a module or two might not have gone so well, and now you are thinking about what to do. Whether you are contemplating a programme/degree change, dropping a module, taking a break or facing an appeal– in this article we discuss some of the possible actions you might consider and how to go about it.



## Degree Change

If you would like to change your degree, you need to contact the academic advisors or programme directors for the specific programme you would like to transfer to. Permission for to transfer will be granted by the faculty based on your current academic performance, your residential period, whether you meet the minimum requirements for the specific programme, and availability of space in the programme. Not sure who to contact?

Email [advising@ufs.ac.za](mailto:advising@ufs.ac.za)

## Repeat the module

If this was the first time that you registered for the specific module and it is not a core module that you need to pass in order to continue with your studies, you will merely register for the module again next year. Remember, you can only repeat a module once; thereafter you will need to appeal in order to register for the specific module again. If the module you failed is a prerequisite for another module in your curriculum, you will first have to complete the failed module next year before you can register for the following module.

## Need to Appeal

There are times when students do not meet the progression requirements in order to continue with their studies. This includes conditions such as not passing minimum number of credits for progression, failing a module twice, or reaching their residential period. In this case, you will either have to apply for transfer to another faculty, or follow an appeals process in your current faculty. Contact your faculty manager or Teaching and Learning manager if you need to appeal. Refer to page 14 for contact details.

## Change the module

Don't want to repeat the module that you have failed? You can visit your faculty advisor and discuss the possibility of changing the module if it is an elective and there are alternative options in the curriculum. However, if it is a major, you might need to transfer to another programme code.

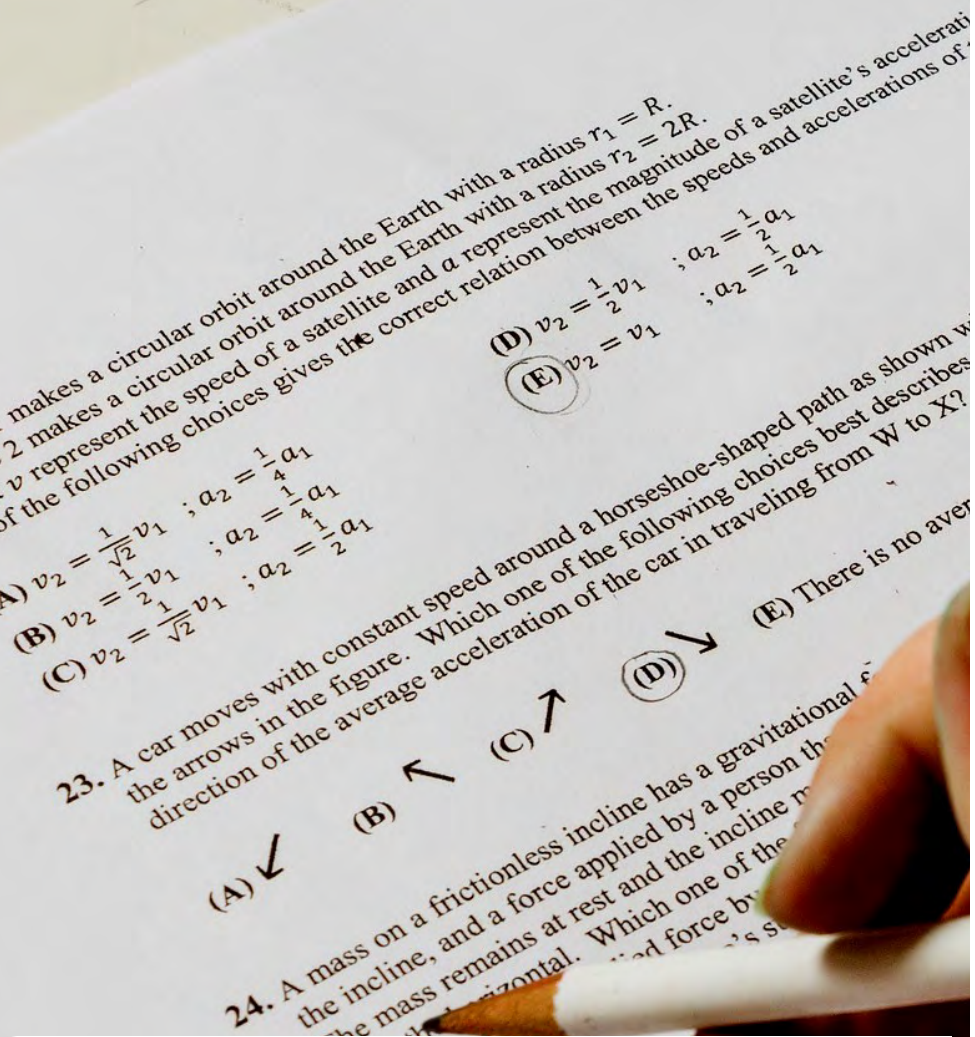
Remember, changing majors also means changing what direction of your postgraduate studies, as you can usually enter postgraduate programmes in the fields you are majoring in. This could effect your future career path.



**YOU**  
**ARE THE**  
**DESIGNER**  
**OF YOUR**  
**OWN**  
**DESTINY**

---

# LEARNING FROM TEST RESULTS



Pretty soon, you will start to receive results on the first tests you have written this semester. You may not have achieved the mark you hoped for. Take a good look at each question in your test, and try to determine the reason why you might have lost marks. Here are some of the common reasons, and how they can help you improve next time round.

## You did not complete the paper.

Remember, one mark is one minute. Next time, allocate time for answering questions in proportion to the number of marks the question counts.

## You misread the question.

When answering questions: take a deep breath, read each question slowly, and break the question up into different parts. Make sure you understand exactly what the lecturer wants you to do before you start writing.

## You provided the wrong information.

Spend more time studying that section, and make sure you understand how different parts of the section relate to each other.

## You did not fully understand the question.

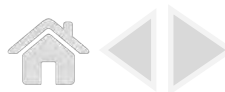
The words used or the scenario explained did not make sense to you. Ask your lecturer in class to explain what they wanted in that specific question, and how they wanted it answered.

## You did not study the work they asked.

Spotting for a test can be dangerous. Allocate enough study time throughout the semester, so that you are not overwhelmed with work for the next test. Spend time on each module every week.

## You still feel that you provided the correct answers, but somehow you did not get the marks.

Carefully look at the question again. Did you answer in the correct manner? Did you express your thoughts clearly? Did you provide enough information for the marks allocated? If you still cannot see where you lost marks, consult your lecturer for clarity.



Still need a little  
**HELP** finding  
your way?

---



Visit the  
**STUDENT SUCCESS PORTAL**



## TIPS FROM YOUR FACULTY: BE A PROFESSIONAL FULL-TIME STUDENT



- The process of studying cultivates time-management skills that you will need in the workplace.
- Plan your schedule for every day of the week. Be realistic, not idealistic.
- Your schedule should include specific study times, class attendance, relaxation and a good night's sleep.
- Use a free time-tracking application like *Clockify* to determine how many hours you study. To be successful, you need to focus on your academic work for at least eight hours per day.
- Eliminate distractions.
- If your schedule gets crazy, take a deep breath, adapt your planning if necessary and get back on track.
- Ask for assistance if necessary. Talk to your tutors or your lecturer if you need help.

## TUTORIALS ARE OFFERED IN THE FOLLOWING MODULES THIS SEMESTER:



LCRM 1524	LILS 1524	LILL 4824
LROM 1524	LFAM 1524	LBEN 3724
LPRC 1522	LMER 1624	LPRO 3724
LPLU 2624	LLAB 2624	LSAE 2624
LLBR 2624		

For more information, visit the UFS Law and Juridical Society Facebook pages, or visit Ms Dineo Khoase, Office 137, Johannes Brill Building

### Attention: third and fourth year senior and FET EDU students

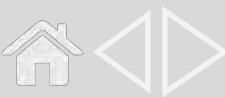


#### Exemption for ELLT4504

All 3<sup>rd</sup> and 4<sup>th</sup> year students who applied for exemption for ELLT4504 are advised that the matter has been referred to the Executive Committee of Senate (ECS) for further deliberation and approval. Students will be notified once feedback has been received from the ECS.

### Attention: EDU first-year students

All students who are enrolled for their first year of study in the B.Ed programme are required to visit the Faculty of Education for academic advising in preparation for 2020 registration. Students are requested to be on the lookout for further communication in this regard on Blackboard/and or SMS.



# Need to Contact your Faculty?

	Central Information office	Faculty Manager	Teaching and Learning Manager	Teaching and Learning Coordinator
	<p>☎ 051 401 3739</p> <p>✉ StudentAdminFHS@ufs.ac.za</p> <p>📘 <a href="https://www.facebook.com/UFSlaw/">https://www.facebook.com/UFSlaw/</a></p>	<p>Mr William Awusi</p> <p>051 401 2735</p> <p>AwusiWK@ufs.ac.za</p>	<p>Dr Jacques Matthee</p> <p>051 401 2108</p> <p>MattheeJL@ufs.ac.za</p>	<p>Dineo Khoase</p> <p>051 401 3559</p> <p>khoaseda@ufs.ac.za</p>
	<p>☎ 051 401 3041 / 051 401 2245</p> <p>✉ motaungsk@ufs.ac.za</p> <p>📘 UFS Education</p>	<p>Ms Noluthando Buso</p> <p>051 401 9264</p> <p>BusoNH@ufs.ac.za</p>	<p>Dr Bawinile Mthanti</p> <p>051 401 3125</p> <p>MthantiBJ@ufs.ac.za</p>	<p>Ms Zaynab Mobarra</p> <p>051 401 2204</p> <p>MobarraZ@ufs.ac.za</p>
	<p>☎ 051 401 3825</p> <p>✉ EMSadvice@ufs.ac.za</p> <p>📘 UFS.EMS/</p>	<p>Ms Lizette Pretorius</p> <p>051 401 2173</p> <p>LPretorius@ufs.ac.za</p>	<p>Vacant</p> <p>Contact the Teaching and Learning Coordinator</p> <p>nzimenis@UFS.ac.za</p>	<p>Sivuyile Nzimeni</p> <p>051 401 9503</p> <p>nzimenis@ufs.ac.za</p>
	<p>☎ 051 401 3855</p> <p>✉ nasadvising@ufs.ac.za</p> <p>📘 <a href="https://www.facebook.com/UFS.NatAgri/">https://www.facebook.com/UFS.NatAgri/</a></p>	<p>Ms Velaphi Makgwahla</p> <p>051 401 3199</p> <p>MakgwahlaMVT@ufs.ac.za</p>	<p>Ms Elzmarie Oosthuizen</p> <p>051 401 2934</p> <p>OosthuizenEM@ufs.ac.za</p>	<p>Mr Lubabalo Saba</p> <p>051 401 7849</p> <p>sabaL@ufs.ac.za</p>
	<p>☎ 051 401 2786</p> <p>✉ <a href="mailto:theology@ufs.ac.za">theology@ufs.ac.za</a></p> <p>📘 UFS Faculty of Theology</p>	<p>Ingrid Mostert</p> <p>051 401 9079</p> <p>Mostertie@ufs.ac.za</p>	<p>Ms Siphokazi Dlwati</p> <p>051 401 2786</p> <p>DlwatiS@ufs.ac.za</p>	<p>Carolina van der Merwe</p> <p>051 401 9252</p> <p>vandermerwecf@ufs.ac.za</p>
	<p>☎ 051 401 3739</p> <p>✉ StudentAdminFHS@ufs.ac.za</p> <p>📘 UFS Faculty of Health Sciences</p>	<p>Ms Marlene Viljoen</p> <p>051 401 2847</p> <p>viljoenma@ufs.ac.za</p>	<p>Ms Cheryl Jaftha</p> <p>051 401 7563</p> <p>JafthaCBA@ufs.ac.za</p>	<p>Division Student Learning &amp; Development</p> <p>Dr Mpho Jama      Nokuthula Tlalajoe</p> <p>JamaMP@ufs.ac.za      TlaljoeN@ufs.ac.za</p> <p><i>Francois Retief Building, Block A, Room 116</i></p>
	<p>☎ 051 401 2240</p> <p>✉ humanities@ufs.ac.za</p> <p>📘 Faculty of the Humanities, UFS</p>	<p>Ms Marica Coetsee</p> <p>051 401 2369</p> <p>CoetseeM@ufs.ac.za</p>	<p>Ms Jackie Storer</p> <p>051 401 9579</p> <p>StorerJA@ufs.ac.za</p>	<p>Cebelihle Sokhela</p> <p>051 401 9578</p> <p>mdunusanaklm@ufs.ac.za</p>

# Find your way

## Tell me YOUR story

By: Masabata Mosoeu

Academic Advisor (CTL)

As some of you may have experienced, choosing a suitable career has to be one of the top-three hardest decision-making experiences in your life as a young adult still on a journey of figuring yourself out. However, it need not be if you actually take the time... to figure yourself out.

The ability to tell me who you are, tells me you are able to interpret yourself in relation to the world and how YOU fit into it. How you have managed to successfully navigate your way through challenges and continue to strive; how you have overcome those challenges, and how you were able to use what you have to do what you did.

Research states that self-understanding is actually one of the career anchors that influence one's career-related decisions, which in turn helps you to remain engaged and committed to your career once selected.

So tell me your story. Take me on a journey that has led you to be a Kovsie,

lead me to an end you can see. As humans, we have the precious gift of forethought, so use that to envision, forge, pursue and adjust your career.

We are authors of our stories, but sometimes life will get in the way and life will always be the ultimate story editor. However, what good is a storyline if it cannot be re-written.

Every story has an author and a lead character...let both of them be you.

Write your own story, then go out there and live it!

As an academic advisor, I would like to help you get to your dream destination. Visit us at the Centre for Teaching and Learning, and let's unravel your journey.





# HEAVY workload this semester?

## This is how you cope...

Article by: Ninette Aucamp

With the third-term kicking off, your time will be packed with classes, academic activities, assignments, tests, practicals and campus activities.

Because the fourth term only consists of a few weeks before the main examination starts, the third term is always packed with academic activities and assessments to make up for lost time.

Being ready for third-term crunch time will help you manage your workload and feel in control of your surroundings.

Practical tips to help you deal with the crunch are provided in the circles below.



Apply the 80/20 principle.

[Click here to read more.](#)

Be effective when you work.

[Click here to read more.](#)

Stick to your study timetable

[Click here to learn more](#)

Use helpful student apps.

[Click here](#)



Not sure about  
your dream career?  
Here are some  
resources that  
might help you find  
your way.

Click on the buttons to  
visit the resources



# We share the **career story** of a fellow KOVSIE

**M**eet Kamohelo Pholoana. Kamohelo is 21 years old and is studying for a Bachelor of Social Work at the UFS. We asked him a few questions about his journey to become a social worker.

What makes Kamohelo's journey so significant? He has always known that he would like to be a social worker. He is an example of a student who has given his career decision much thought and self-exploration. Let's look at what he shared.

**What influenced your decision to study for your degree?**

The role that a social worker plays in the helping process, as this speaks volumes to who and what I am (my personality, or one can say what I love and enjoy doing).

**Who are some of the people you look up to in your field of study?**

Mr Nkaki, Miss Tselane and Miss Ntsoaki. Back then, I had no one to look up to as I knew no one in the field. I am only starting to know people in the field now, as I am interacting with them during practicals and volunteer work.

**What would you like to see your career doing for you?**

Honestly, I would like to see it allowing me to help people in the best possible way; mostly allowing me to branch out my help, yet not forcing me to do one thing. For I believe that true success in the workplace comes from branching out and expanding your gift to other areas of life (e.g. motivation, teaching, mentoring, etc). Most importantly, what it should do is to allow me to practice my gift on a daily basis, helping others through human interaction boosted by the skill to listen and convey back the message to others in the right way.



# We share the **career story** of a fellow KOVSIE

## What tools and resources did you use when choosing a degree?

In Grade 6, I used a book called *Careers*, which was brought to school by my then Life Orientation teacher. I also used the internet and both my Life Orientation and EMS teachers (who was like a mentor to me), really supported my dream of becoming a social worker, and encouraged me.

## Who assisted/ guided you in selecting a programme?

I have always been that child who doesn't really call for help. I always wanted to struggle with something and try it till I get it

right, so I can't really say that there is someone who helped me in selecting the programme. But in Grade 6, my Life Orientation teacher (Mrs Dlodla) one day brought a very thick book called *Careers*. I paged through it and fell in love with counselling careers, especially social work. Due to my involvement in leadership (advocating for learners' right) and seeing the role that a social worker can play, I loved it even more because it was in line with who and what I am.

## What would you recommend your peers should do if they are uncertain of what career to pursue?

My recommendation is that they do introspection, not to be afraid of being in a dark place, because that is where we as people get to be alone and reflect on life in general. Find out what they do best (something they do and that doesn't bore them in any way), and then link it with a career that they think would fit best.

Again, if you have access to internet, one can search various careers that suits your personality and if possible, make appointments with professionals in the field to just get the feel of things, for some people only realise that a certain career is not for them once they have started working. One thing that I would

discourage is that you just go along with what your school report says; just because you have the brain for it, doesn't mean you will have the heart for it.

## How does your chosen career fit your personality?

Social work fits my personality best due to the roles a social worker can play, e.g. advisor, broker, negotiator, mediator, advocacy, counsellor, educator, etc. As I am a person who likes to motivate, teach and advise where possible, social work allows me to do all those in practice. It allows me to interact with people in a helping way.



**G**ear yourself up for the second leg of this educational journey!

The crossroad between academic advising and career services at the UFS is aimed at equipping a Kowsie with the set of attributes, information, skills and knowledge that will make you a competitive graduate.

The UFS is making strides towards ensuring that we support you optimally to achieve academic excellence.

Your career path does not begin when you start searching for a job but is actually the result of numerous decisions you make along the way.

As you rethink your success coordinates and position yourself to be a 'job-ready graduate', you need to ensure that you are already on the path to integrating your academic and career checkpoints.

## THE CROSSROAD: ACADEMIC ADVISING MEETS CAREER SERVICES

*IMPROVING YOUR NETWORK SKILLS*

Article by: Gugu Tiroyabone



# WHY DO THEY MATTER?

## CAREER SERVICES

- ♦ Supports you towards developing employability skills for today's world of work;
- ♦ Prepares and connects you to the world of professions; and
- ♦ Helps you explore and achieve career management skills.

## ACADEMIC ADVISING

- ♦ Helps you synthesise and conceptualise your academic pathway
- ♦ Connects you to the institution and all student support services
- ♦ Individualised success skills support (i.e. time management, goal setting, planning, tracking your academic performance)

So, while getting the right grades, you need to develop skills that matter in the world of work.

Connect with the Career Services Office: [careers@ufs.ac.za](mailto:careers@ufs.ac.za)

Find an academic advisor: [advising@ufs.ac.za](mailto:advising@ufs.ac.za)





Proudly brought to you by the Academic Advising office, Centre for Teaching and Learning

©Copyright, University of the Free State

