



Hello Senior

#UFSSMyAdvice

Kovsies[®]
Advice

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Inspiring excellence, transforming lives through quality, impact, and care.



UNIVERSITY OF THE
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UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

HELLO SENIOR 2022

Dear Senior Student

Welcome to 2022! A new year, where the 'good old days' are starting to make a recurrence on campus. You are registered now, and the year is already jam-packed with activities. This guide will help you get informed and get ready for the year to come. We will share important UFS dates, things you need to keep in mind for the first semester, as well as where you can get support in your studies. We take a closer look at achieving holistic wellness, as well as developing UFS graduate attributes. Look at the article around landing that dream job, and make sure you secure that GRAD! Enjoy reading and learning through this edition of *Hello Senior*.

Regards
CTL Advising team



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My checklist for success

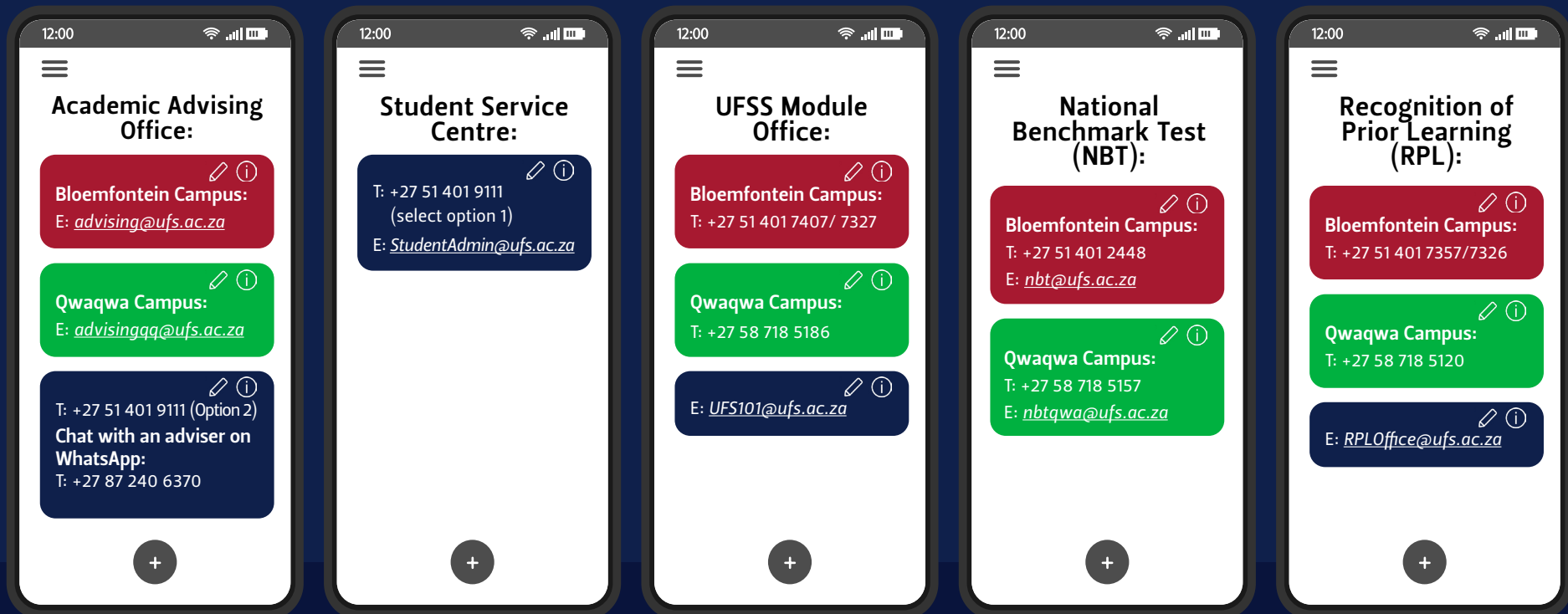
Make sure to tick off every activity on the checklist below, and be well on your way to acing your studies this year:

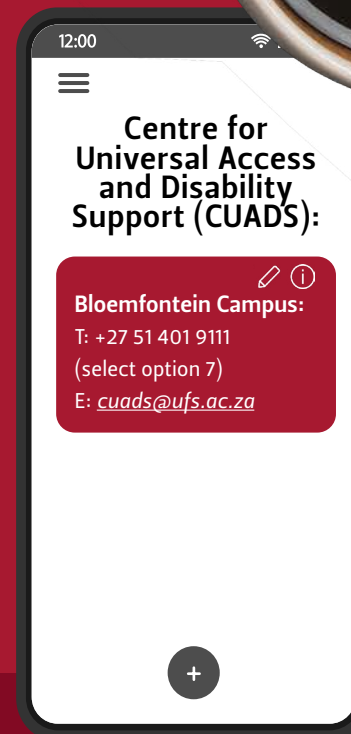
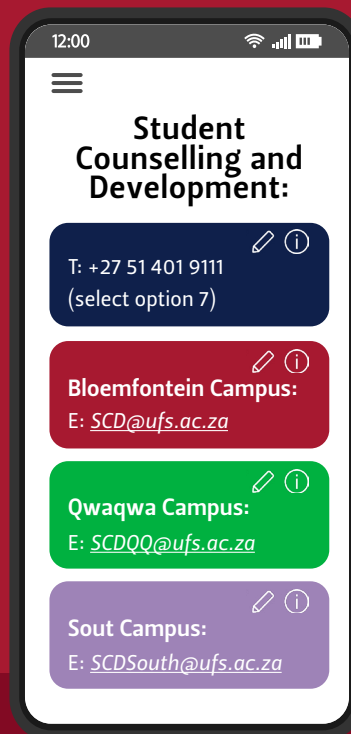
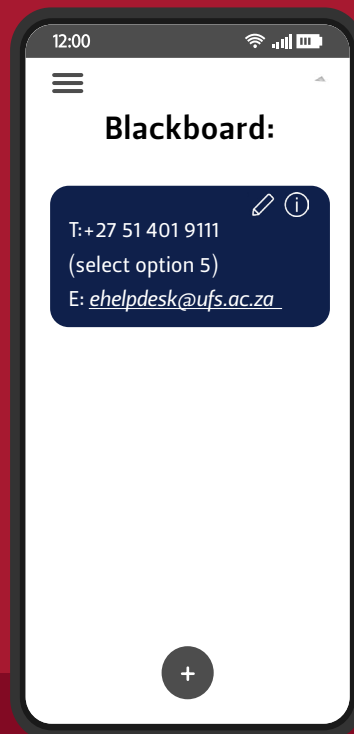
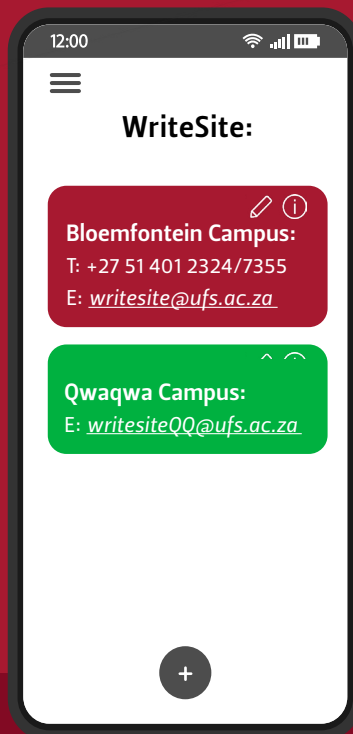
A clipboard with a silver clip at the top, holding a checklist. The clipboard has a red top border and a blue bottom border. The checklist is on a white sheet of paper.

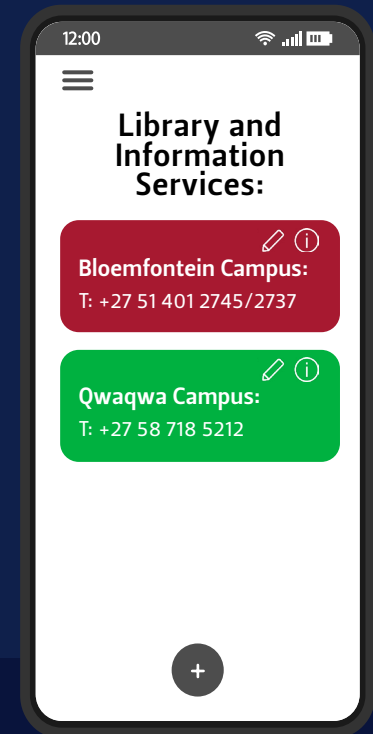
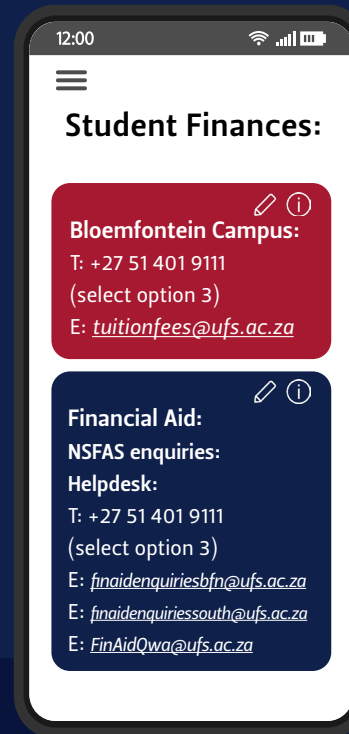
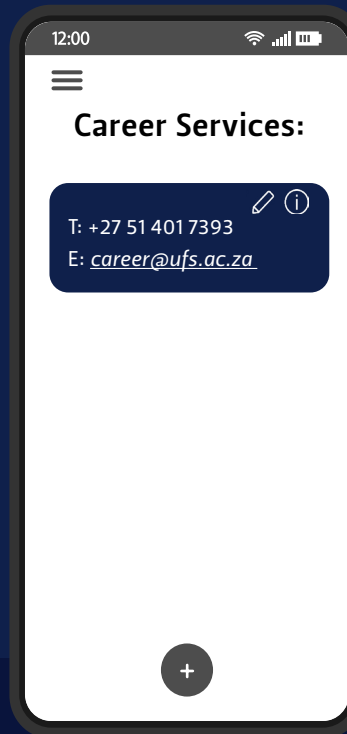
- ☐ I have checked my proof of registration, and am sure I am registered for the correct modules.
- ☐ I check my UFS4life emails regularly. For help email studentdesk@ufs.ac.za
- ☐ I have worked out my class timetable, and cleared any clashes with my lecturers.
- ☐ I have a smart device compatible for online learning.
- ☐ I have access to the internet on and off campus.
- ☐ I have installed the GlobalProtect app. With assistance with this [click here](#).
- ☐ I have signed up for all my tutorials.
- ☐ I have completed a study timetable. If you still need help with this, [click here](#).
- ☐ I have set up an assessment calendar for the semester. You will find all your assessment dates in your study guides.
- ☐ I know who my faculty and CTL adviser is. To find out who your faculty adviser is, visit your rulebook, and for your CTL adviser, scroll to page 14 and 15

Stay **connected**, get **support**

The University of the Free State takes pride in providing students with the highest quality of education and support. This year we will be using a blended, face-to-face and online teaching and learning approach. For you to stay connected, keep learning, and make use of all the available support, it is important to know how to reach out to all support services. Whenever you need help, remember the UFS community is always ready to assist!







Faculty Support: Bloemfontein Campus

Education	eduinfo@ufs.ac.za
Economic and Management Sciences	EMSAdvice@ufs.ac.za
The Humanities	humanities@ufs.ac.za
Health Sciences	StudentAdminFHS@ufs.ac.za
Law	LAWadvising@ufs.ac.za
Natural and Agricultural Sciences	NASAdvising@ufs.ac.za
Theology and Religion	theology@ufs.ac.za

Faculty Support: Qwaqwa Campus

Education	EduQQ@ufs.ac.za
Economic and Management Sciences	EMSQQC@ufs.ac.za
The Humanities	AdviceHumQQ@ufs.ac.za
Natural and Agricultural Sciences	NASAdvising@ufs.ac.za

Ready, steady – go get your dream job!

By: Belinda Janeke (UFS Careers)

A warm 'hello' from UFS Career Services – where we get you ready for work.

Sooner than you realise, you will go job hunting – armed with a degree and ... what else do you have in your arsenal? A so-so CV and maybe a cover letter that your older sister helped you to write. That's not good enough. You need to tackle the job market with a solid strategy and offering that makes you a better candidate than the rest.

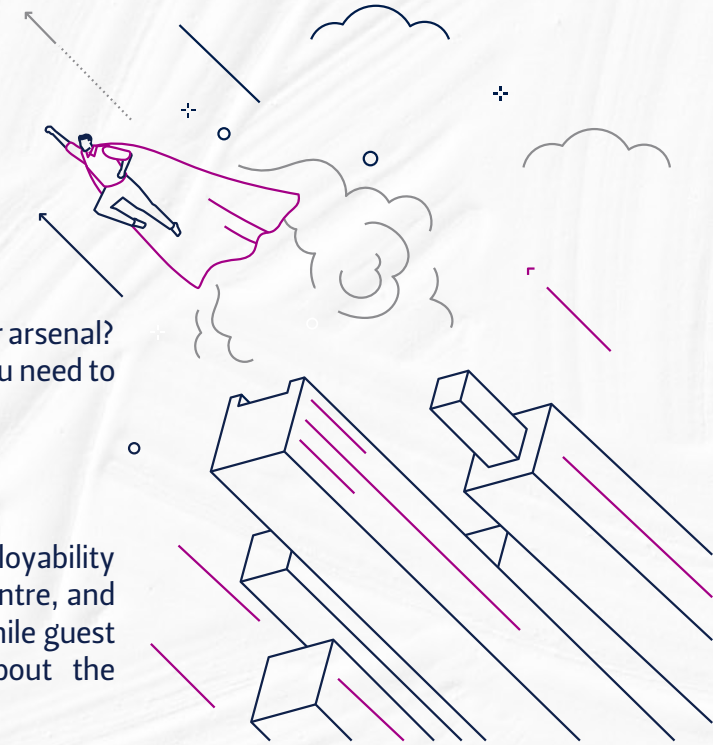
What sets you apart?

Career Services at the UFS offers a range of services and resources designed to help you develop the employability skills you need in today's world of work. We train career readiness through workshops, our resource centre, and career fairs. At our annual career fairs, potential employers exhibit their possible career opportunities while guest speakers share tips about the world of work.

You can attend our events during the year or pop in at any time to get the guidance you need. The best plan is to make UFS Career Services part of your studies from the get-go – you have nothing to lose, and heaps to gain.

Book a session with one of our experts to activate your work-readiness plan by sending an email to career@ufs.ac.za. All our resources are also available on Blackboard so that you can master the skills at your own pace.

Although we love to meet you and share some popcorn and candyfloss, all our events are streamed and stored so that you don't miss anything. We understand that you have a hectic study





schedule and would like to accommodate you as best we can – we serve all three our campuses with guidance, advice, and on-trend skills.

Our big event dates are:

14 – 18 March 2022: Economic and Management Sciences Career Week

22 – 24 March 2022: Law Career Week

4 – 8 April 2022: Natural and Agricultural Sciences Career Week

26 – 28 July 2022: Education Career Week

1 – 5 Aug 2022: Humanities Career Week

10 – 11 Aug 2022: Theology and Religion Career Week

Make sure you check the official UFS platforms for more information about upcoming Career Services events. Together, we will get you ready for your dream job.



Career Services on Blackboard

Need some help preparing for your new career, but having trouble finding the time?

Use the 4 easy steps and get access to great advice and online tutorials.

STEP

1 Log in to **Blackboard**

STEP

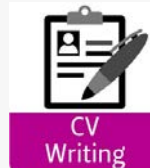
2 Under My Organizations, select **CAREER SERVICES**

STEP

3 Select one of the following:
Work readiness | Career Weeks | Job Opportunities |
Grad Guide | CareerTest | Contact us

STEP

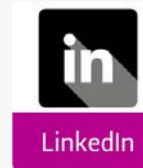
4 When selecting **Work Readiness** tutorials, meet **Guy** and pick any one of our great career starter tutorials such as:



CV Writing



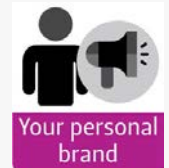
Interview Skills



LinkedIn



Networking & Job Hunting



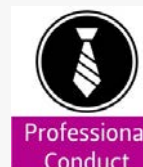
Your personal brand



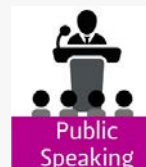
Post-COVID world of work



Productivity Skills



Professional Conduct



Public Speaking



Purposeful Living

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UFS
STUDENT AFFAIRS
STUDENTESAKE
DITABA TSA BAITHUTI
CAREER SERVICES

Important **UFS dates** to keep in mind

21 March
Human Rights Day

25 March
First quarter Ends

04 April
Second quarter commences

19–22 April
Graduation ceremonies

06 May
Publication of main mid-year
exam timetable

14 May
Kovsie ACT Eco-Vehicle Race
Day

03 June
Predicate day
(second quarter ends)

06 June
Main mid-year examinations
commence

18 June
Main mid-year examinations
end

20 June
Additional mid-year
examinations commence

24 June
Final date for submission
of additional examination
applications

02 July
Additional mid-year
examinations end

18 July
Third quarter commences





Maximise your library use

By: Lee Goliath (UFS Librarian)

Make sure you know how to make the most of using the library and ensure that you excel academically.

The UFS library staff is available to support students in the library and online. The library spaces are also available to all students to study and to borrow print books. There are book drop boxes at the entrance of the library to return library books, and students can now borrow books in the library with the self-help check-out system.

For your convenience, you may visit the UFS Library webpage (<https://www.ufs.ac.za/library>) to familiarise yourself with all services that the library offers, including the online services.

Most of the frequently asked questions are answered on 'How do I' <https://ufs.libanswers.com/> on the library webpage, this is an interactive service where you will find answers to your questions and may ask questions when you are unsure or having difficulty.

Since we are striving to deliver an excellent online experience, the library subscribes to many online journal databases and e-Books (<https://ufs.libguides.com/eresources>) that you can access from any location, on and off campus. **NB. – To access the electronic resources from off campus, you need to authenticate with your studentnumber@ufs.ac.za, and NOT studentnumber@ufs4life.ac.za, e.g., 2022012100@ufs.ac.za, and your password.**

For additional support and information, visit your faculty's Library Guide (Libguide) at <https://ufs.libguides.com/>. The contact details of your faculty librarian are available in the respective faculty libguide.

You may also get support by using the Ask-A-Librarian (<https://www.ufs.ac.za/library/library-information-services/unlisted-page/ad-hoc-page-for-each-template/ask-a-librarian>) function on the library webpage.

You may also schedule an online training session or reference interview with your librarian which will be delivered through Blackboard Collaborate.



Meet the Centre for Teaching and Learning (CTL) team

It is true that you can just send an email to our general advising email addresses (advising@ufs.ac.za / advisingqq@ufs.ac.za / advisingsc@ufs.ac.za) to get an appointment with your CTL adviser. But who are the people behind the advising emails?

Let's take a closer look:

Bloemfontein Campus:



Gugu Tiroyabone

CTL Adviser: Health Sciences
T: +27 51 401 3798
E: tiroyabonegw@ufs.ac.za
Room 359, CTL, Sasol Library,
Level 3



Ninette Aucamp

CTL Adviser: Natural and
Agricultural Sciences
T: +27 51 401 9191
E: aucampjj@ufs.ac.za
Room 358, CTL Sasol Library,
Level 3



Masabata Mosoeu

CTL Adviser: Economic and
Management Sciences and Law
T: +27 51 401 7423
E: MosoeuMP@ufs.ac.za
Room 351, CTL Sasol Library,
Level 3



Monique Schoeman

CTL Adviser: The Humanities
T: +27 51 401 3158
E: DuToitM2@ufs.ac.za
Room 354, CTL Sasol Library,
Level 3

Qwaqwa Campus:



Keitumetse Poen

CTL Adviser: Education and
Theology

T: +27 51 401 7758

E: PoenKR@ufs.ac.za

CTL Sasol Library, Level 3



Natalia de Abreu

CTL Adviser: The Humanities
and Economic and
Management Sciences
(afternoons only)

T: +27 51 401 7858

E: deabreuN@ufs.ac.za



Tona Mokoena

CTL Adviser: Natural and
Agricultural Sciences and
Economic and Management
Sciences

T: +27 58 718 5186

E: MokoenaTA@ufs.ac.za

Office 0043, Intsika Building,
Ground Floor



Zanele Hlophe

CTL Adviser: Humanities and
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E: HlopheZP@ufs.ac.za

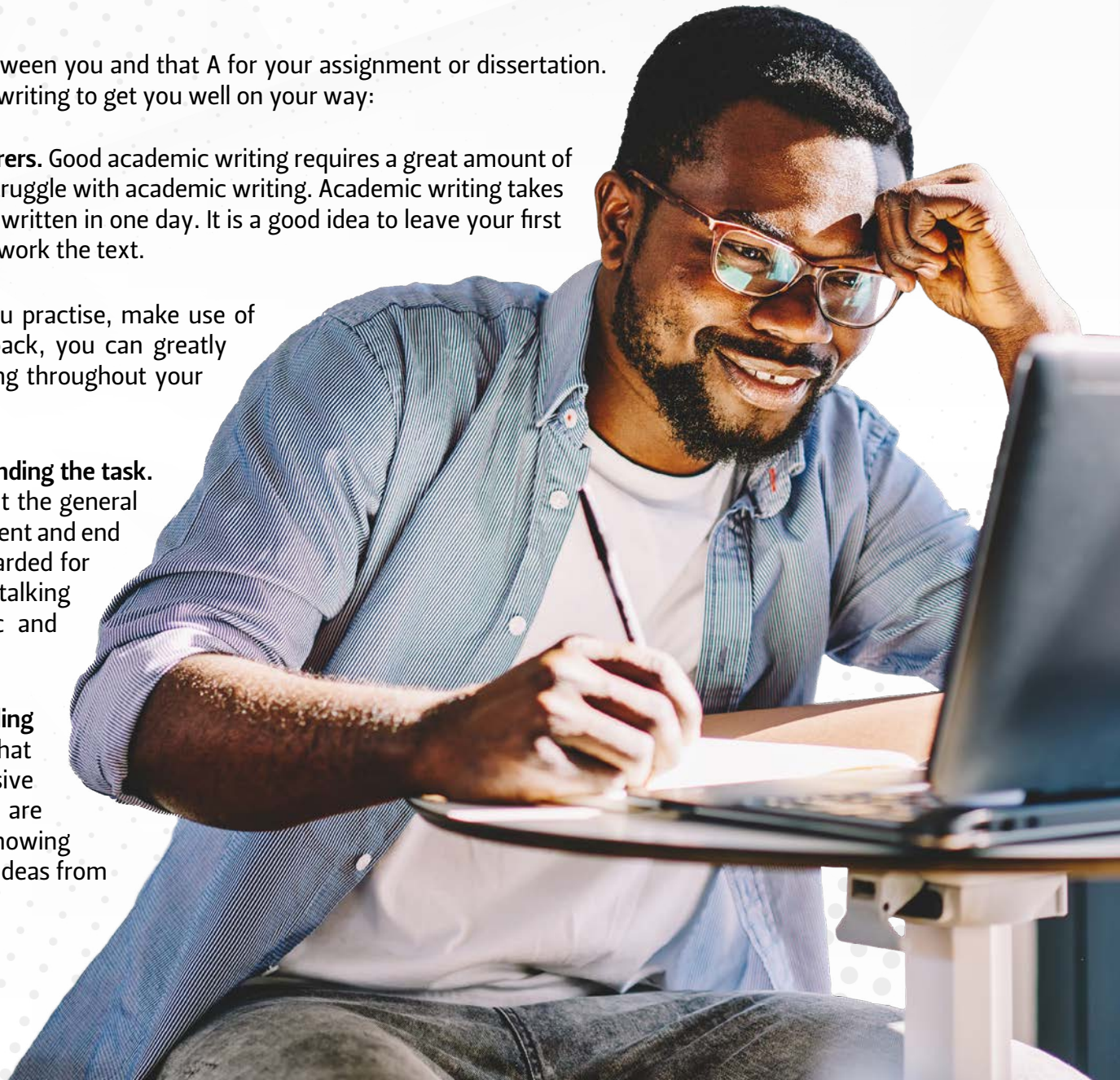
Office 0044, Intsika Building,
Ground Floor

Ten things **to know about** academic writing

By: Anneen Church

Good academic writing skills can be what stands between you and that A for your assignment or dissertation. Here are our top ten things to know about academic writing to get you well on your way:

- 01 **It is hard for everyone – yes, even your lecturers.** Good academic writing requires a great amount of effort. You are not alone if you feel like you struggle with academic writing. Academic writing takes time. A good piece of academic writing isn't written in one day. It is a good idea to leave your first draft for a day or two before you revise or rework the text.
- 02 **You can improve at academic writing.** If you practise, make use of available resources, and are open to feedback, you can greatly improve the quality of your academic writing throughout your studies.
- 03 **Good academic writing starts with understanding the task.** Students often overlook critical details about the general topic, specific focus or format of the assignment and end up doing a lot of work, and not getting rewarded for it. Spend some time analysing your task or talking to your tutor or lecturer about the topic and requirements.
- 04 **After analysing your task, it's time to start reading about the topic.** In order to write something that makes sense, you need to have done extensive reading on the topic. At university, you are required to join other academic voices by showing that you are aware of similar or contrasting ideas from academics in your field of study.

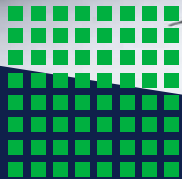


-
- A word cloud composed of various letters, numbers, and symbols arranged in a heart shape. The letters are in different sizes and orientations, creating a dynamic and abstract composition. At the bottom right, there is a stylized illustration of a hand holding a pen, as if writing or drawing the heart shape. The background is white with a subtle pattern of small dots.



Developing graduate attributes for the job market

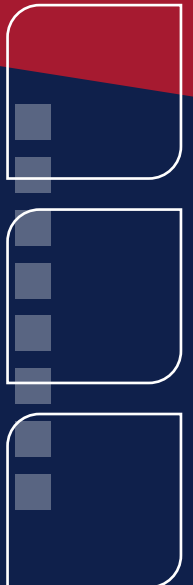
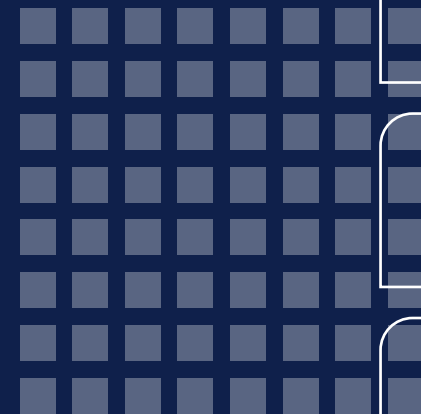
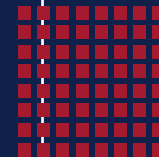
By: Lauren Oosthuizen, Chrisna van Heerden, Melanie Ridgard



Experiencing university is about a lot more than the academic knowledge you acquire. It is also about developing the skills/competencies that are required for you to optimally function in the world of work and to contribute to the economy and to society.

These skills or competencies are known as graduate attributes, and they are seen internationally as a critical outcome of higher education. At the UFS, there are eight graduate attributes that are integrated into your academic programme, as well as into co-curricular programmes that you can participate in.

Have a look at the diagram below for the eight UFS graduate attributes – in the next section we will look at how these attributes are defined at the UFS and how you can develop them (Strydom & Oosthuizen, 2021).



EIGHT UFS GRADUATE ATTRIBUTES



To ensure that you are developing the UFS graduate attributes, we are going to look at how you can put together a Graduate Attribute Development Plan to work on, from now until graduation.

Graduate Attribute Development Plan



Academic programme

- List all of the attributes
- Collect assignments that are proof that you have developed that attribute.



Co-curricular activities

- List the co-curricular activities you participate in (if you don't have any, sign up for something!).
- Journal about how you are developing graduate attributes through these activities.
- Keep record of your participation through photographs, videos, and journaling.



Learning opportunities

- LinkedIn Learning
- Earn as you learn through becoming a tutor, teaching assistant, etc.



ePortfolio

- Document your learning through an online ePortfolio. There is an exciting opportunity to participate in a pilot of EDED, a module that will teach you how to put together an ePortfolio and so much more! Keep an eye on the UFS social media pages this semester to learn more.



#STG

Secure that GRAD!

1. #SecureTheGrad

#SecureTheGrad is a Senior Experience and Senior Student Success initiative within the Centre for Teaching and Learning at the UFS. #SecureTheGrad invites experts to share the value of their services with senior students in a conversation format. #SecureTheGrad webinars and seminars aim to provide senior UFS students with an opportunity to network within the campus community, as well as with key partners. This has the end goal of enabling students to plan their professional development, establish realistic expectations aligned with those of the institution, and to foster a sense of belonging that enhances an experience towards graduation and transitioning into the entrepreneurial world of work.

#SecureTheGrad offers a wide variety of events, seminars, and webinars aimed at equipping students with the necessary skills, resources, and knowledge to obtain their degrees.

Students can follow us on Instagram: @securethegrad (Link: <https://bit.ly/34umjt2>)

Alternatively, they can find us on the Senior Orientation tab on Blackboard or the UFS website.

2. Diamond League

Career Services form part of the UFS Diamond League offering where selected students will get personalised online workshops,





coaching in the virtual or traditional career fair, and dual-track coaching (received from Career Services, CTL, and industry representatives or functional area-specific coaching).

3. LinkedIn Learning

Learning and growth at university (and in life) is a journey and a lifelong process. The University of the Free State is committed to your personal and professional development and is now proud to offer LinkedIn Learning to all Kopsie students, free of charge.

UFS students now have the exciting opportunity to position themselves in the competitive world of work by building their skills with LinkedIn Learning. LinkedIn Learning is a free platform for all UFS students where they can complete additional short courses in addition to their UFS degree. This is a great opportunity to help students grow and develop in areas outside of their degree.

Why use LinkedIn Learning?

LinkedIn Learning lets you learn at your own pace. You can select courses relevant to your current or future interests in areas such as entrepreneurship, technology, and leadership. You can also pursue other passions — with courses on financial literacy, social media, even drawing and music theory, you will be able to grow and develop in the areas you care about, both within and outside your degree.

How to use LinkedIn Learning:

Activate your LinkedIn Learning profile today by following the activation email sent to your ufs4life email address. You will have the option to connect through your personal LinkedIn profile (recommended) or activate your account using your ufs4life email. Once you have activated your account, you can access LinkedIn Learning by logging onto the platform using your ufs4life email address. Sign up and start your journey to learning skills that will get you a step closer to enterprising your degree and standing out in a global world of work.

If you run into issues with logging in, contact us. If you need any assistance with activating your profile or completing the courses, contact us at GPS@ufs.ac.za. For technical issues once you are up and running, you have the option to click for help throughout the system, with access to LinkedIn Learning's FAQs, as well as the ability to connect via email, live chat, or phone.

#STG





Put yourself first – achieving overall wellness

What does 'wellness' mean to you? Is it only being active? Or being emotionally well? From a holistic perspective, wellness means becoming aware of and making choices towards a healthy and fulfilling life. It is more than being free from illness – it is a dynamic process of change and growth. Wellness is about balance.

Moving out of the pandemic and progressing in your studies, it will be all the more important to strive for holistic wellness. To truly experience 'wellness', you need to incorporate all seven dimensions of wellness into your life. Wellness is more than being emotionally well, but rather includes aspects such as living in harmony with others, making good financial choices, and growing your faith. Pay attention to all areas and make changes in your lifestyle where necessary.

Wellness in all seven dimensions will help maximise your ability to cope better with university stress. Start by identifying areas where you can make small changes that will help you lead a more balanced and healthy life. These changes can include eating a healthy breakfast, joining the gym, dedicating a specific day of the week to spend time with your friends, going to church more often, taking time to read, or playing music. Start today by looking after yourself – you are worth it!

WELLNESS is an active process of becoming aware of and making choices towards a healthy and fulfilling life. It is a conscious, self-directed and evolving process of achieving full potential. Wellness is more than being free from illness; it is a dynamic process of change and growth.

Wellness is all about balance, balancing the dimensions of Wellness.



Physical Wellness

Physical wellness involves regular physical activity, maintaining a healthy diet, and rejuvenating our bodies through rest and sleep.

Emotional Wellness

An emotionally well person can express and manage his/her feelings, thoughts, and behaviour freely. You like who you are and are in touch with your feelings. Try writing about your feelings in a story, journal, or find other ways to express emotions in a healthy way.

Spiritual Wellness

Growing your faith is an essential part of a successful life, but spiritual wellness is more than just a religion. It is being more forgiving, grateful, and compassionate; to be kinder and less judgemental.

Social Wellness

A socially well person lives in harmony with fellow human beings and seeks positive, interdependent relationships with others. It enhances the feeling of being loved and provides physical, emotional, and spiritual support. Be a friend and you will always have friends.

Environmental Wellness

This dimension encourages us to live in harmony with the Earth by taking action to protect it.

Intellectual Wellness

Intellectual wellness includes the ability to get personal fulfilment from your chosen studies while still maintaining balance in your life. Read continuously. Invest in yourself by broadening your general knowledge.

Financial Wellness

Set specific financial goals and monitor what you spend. Beware of greed so that it does not cloud your values and principles. Most people work for money, but it is wiser to get money to also work for you!

Time management is really life management – for students

Hello Senior! You have completed the registration process and you are embarking on yet another journey to completing your qualification, and you might be thinking: 'Yho, ziyakhala', but do not fear fellow Kovsie, as this article is about to equip you with the necessary time management skills that will get you going throughout your academic year.

Nowadays, what students struggle with is the proper handling of time and managing their tasks. Do you know the saying 'time waits for no man'? It is the same with tasks – students must know effective ways of managing time because tasks do not wait. It is important to know that time management is an art that not only brings discipline in your academic/personal life, but also optimises your overall growth.

These are the habits that you should adopt in your daily life:

1. Track your time on a typical day

By understanding how to manage your time, ask yourself 'where does your time go'. Look at your screen-time report as it will help you identify what you spend most of your time on.

Downloading apps that will assist with scheduling your time, such as Clockify, which you start time and end time by telling the app what you are doing. This helps you with a time log of reports and analytics of what you spent most of your day doing and if you were able to complete the daily tasks. <https://clockify.me/help/getting-started/introduction-to-clockify>

2. Be honest with yourself

Admitting to yourself that you spent most of the day procrastinating does not feel great; hence, being truthful about completing tasks saves you from being anxious about uncompleted tasks.

3. Put a time limit on tasks

The amount of time you allocate to complete a task influences the



amount of time the task will take to complete. When we become more efficient in our everyday tasks, we clear up time to focus on our most important tasks, so don't let the time allocated expand and fill up your schedule. Set a specific time limit for each task and get to work.

4. **Know when TO and NOT TO multitask**

When multitasking, do tasks that won't take your focus from one thing. For example, you cannot study and watch YouTube videos at the same time, because this makes you lose your focus. A great tool of multitasking would be listening in on your class while having a nice sandwich.

5. **Do weekly reviews and reflect**

Looking at your past week and reflecting on what happened, is a proactive way of maintaining balance in your daily tasks. This helps you realise the mistakes you might have made, and how you should not repeat them. This can also be a source of inspiration and motivation – as you see weekly progress, you will WANT to try new strategies and plan new ways to improve.

6. **Make use of time management services provided by the UFS**

Time management services are provided by the UFS. These are tried and tested services that assist students in the scope of the learning approach that the university provides. Services range from workshops, LinkedIn Learning, and articulate rise courses.

Online Advising workshops: Academic Advising has developed quick asynchronous workshops that can help you become a master of your time. Click on the links below:

Calculating my study timetable: [Click here](#)

Time management in 30 minutes: [Click here](#)

LinkedIn Learning: The UFS grants you a LinkedIn Learning account, so that you can grow, learn, and develop yourself! Refer to the Senior experience article for more information.

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