



COUNT down to PENS down

Gotta **finish strong!**



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UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

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Count down to finishing strong!

As we count down to when we put our pens down for the 2022 academic year, don't lose sight of the remaining days. Below are dates to note leading to the 2022 'pens down'. Reach out to the **UFS student support services** if you **need support** at any point.

Activity	Dates
Quarter 4:	5 September 2022 – 28 October 2022
Predicate day:	28 October 2022
Examinations:	31 October 2022 – 12 November 2022
Additional examinations:	14 November – 26 November 2022
UFS break:	10 December

All the best crossing that finish line! The UFS community is cheering you on from the side-lines and ready to offer you any support along the way.”

For any support queries, please email advising@ufs.ac.za (BFN Campus) advisingqq@ufs.ac.za (QQ) or advisingsc@ufs.ac.za (SC)





By Ninette Aucamp

How to ensure that
you are **well prepared**
for your **exams**



Congratulations, you have made it! You have managed to make it close to the end of the academic year, and the end is in sight. This is a stressful period, especially with exams around the corner. Fortunately, with good preparation, you will make it through. The best way to ensure that you are well-prepared for your exams is to plan. As Benjamin Franklin said: “If you fail to plan, you are planning to fail”.

Exam revision should start around one month before the exams, and here are the steps how:

Step 1: Set up a Revision Plan

The first step to planning your revision is to get an overview of when you will write what module. Once you have an overview, it is easier to break up the work into smaller study chunks.

Write down all your subjects, the date that you are writing each subject, and the number of chapters you need to get through and then allocate the days you have to study until the exam takes place. After this, you should print out a calendar and write down when you are writing each exam for the month. This process helps with your planning so that you are well aware of when you are writing. [Click here](#) to find templates.

Step 2: Work out exam questions

Ultimately, you are going to be asked questions that test how prepared you are for your exam. Apart from studying your material and scope, working through any possible and past questions will work to your advantage.

Where can you find question examples?

In student learning outcomes, textbooks, past assignments, at the UFS Library, student study groups, and in your textbook.

Step 3: Study

To ensure that you are ready, be sure to study well in advance. Where you study also matters. Consider these factors: Do you study more effectively at night? Do you study more effectively early in the morning? Do you study better in your room? Do you study better on campus? Do you study better at home?

Step 4: Find the ideal study space

An ideal study space is personal to you as an individual, and it is recommended that the place is: comfortable, quiet, convenient, and not cluttered. If you study while listening to music, you can consider listening to [binaural beats](#) to help with concentration.

Places to study on campus

Ask any security personnel about places where students study on campus. Here are a few possible recommendations: 24 Hour study logs, the study area just outside next to the library, study areas in the SASOL library, and designated quiet spaces at residences.

Step 5: Stick to what works and perfect it

Now that you have a set plan in place, you need to stick to it. Trust your planning and use the study methods that have secured your place in the exam.

Step 6: Take care of yourself!

You matter! So, take care of yourself. Exams are a big deal, but your health is an even bigger deal. Visit the webpage of [Student Counselling and Development](#) for some helpful resources! There are also helpful tips you can implement to ensure that you conquer your exam on the UFS portal. [Click here](#) and follow the link.

A desk setup featuring a silver laptop on the left, a blue sticky note with the text 'Get started and good luck.' pinned to it, a stack of books (one orange, one red) in the center, a pair of black-rimmed glasses resting on the books, and a purple mesh pen holder filled with various pens and pencils on the right. The background is a blurred indoor space with green plants.

Get started
and
good luck.

HELP STARTS HERE

Call the UFS Student Mental Health Careline at **0800 00 6363** or **text 43302**
24/7 | FREE | CONFIDENTIAL for all registered UFS students.

**Your mental health matters
and taking care of your mental
health is like brushing teeth –
you need to do it daily.**

The UFS Student Mental Health Careline is exclusively available to all UFS students. A mental health professional is awaiting your call and the Careline is available 24/7, at no cost, and all calls are confidential.

Don't wait – invest in your mental health today!

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UFS
STUDENT AFFAIRS
STUDENTESAKE
DITABATSA BATHUTI
STUDENT COUNSELLING AND
DEVELOPMENT (SCD)



Self-care and Resting Well

By: Keitumetse Poen

There's a popular saying "you can't pour from an empty cup. Take care of yourself first".

Self-care refers to taking care of yourself so that you can be healthy, you can be well, you can do your job, you can help and care for others, and you can do all the things you need to and want to accomplish in a day" (Lawler, 2021)

From various engagements with students, as advisors we always hear that the second semester is probably the most exhausting time of the academic year because of how short it and academically demanding it generally is for a student. Therefore, it is vital that as a student you engage in various self-care practices and ensure you are intentional about taking the rest you need to pour from a cup that is full, academically and in other aspects of your life.

Here are two types of rest:

ACTIVE REST

Engaging in rest with some movement that is less intense, i.e. yoga, light stretching, walk, or leisurely jog.

Passive Rest

Engaging in rest to give your body a break, by doing as little physical activity as possible, i.e. sleep, eating well, or switching off.

With the examinations soon approaching, it is generally not easy to rest mentally with all the studying you need to do. However, you can ensure that you create moments where you engage in active rest and in passive rest by listening to your body. Here are some self-care practices:

- Go for walks or stretch your muscles during study breaks
- Sleep well – your memory needs rest to process and store content
 - Drink water – at least 8 liters per day
 - Schedule time to cook nutritious and balanced meals for yourself
 - Reach out to friends and family
 - Mediate and practice breathing properly
 - SELF-CARE REQUIRES DISCIPLINE



Still not sure who your Academic Advisors are?

"Good advising may be the single most underestimated characteristic of a successful university experience"- R.J Light

Faculty or Curriculum Advisor

Get to better understand the 3 types of academic advisors at the UFS:

- Faculty managers, Faculty academic advisors, and Programme directors
- They provide curriculum-specific advice and help you select and define your curriculum and majors (select modules)

Central Advisors

- Advisors at the Centre for Teaching and Learning (CTL)
- They provide advice to students who have not yet decided on their final choice of study and help navigate your academic career in relation to your career dreams. They assist you to decide, commit to, and connect to the institution in order to get where you want to be.

Peer Advisors

- They include Student Life peer mentors, Gateway buddies, Tutors, Teaching assistants, etc.
- They help you connect to the campus and understand how to excel academically and socially.

All UFS advisors are geared to support to help you excel, belong and reach your full potential.

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Connect with and participate in all UFS Academic Advising initiatives:

- Like our Facebook page "**UFS Academic Advising**"
- Chat with us: **WhatsApp/Telegram** on **+27 87 240 6370**
- Email for an appointment **Advising@ufs.ac.za** (BFN), **AdvisingQQ@ufs.ac.za** (Qwaqwa), or **AdvisingSC@ufs.ac.za** (South)

Email etiquette

By: Zanele Hlophe and Albert Mokoena

- CC is used to add another recipient who could benefit from the information you are sharing/requesting but does not necessarily need to reply.

For example, in this email Ms. Gugu is cc'd because she is Mr. Tona's line manager and needs to be aware

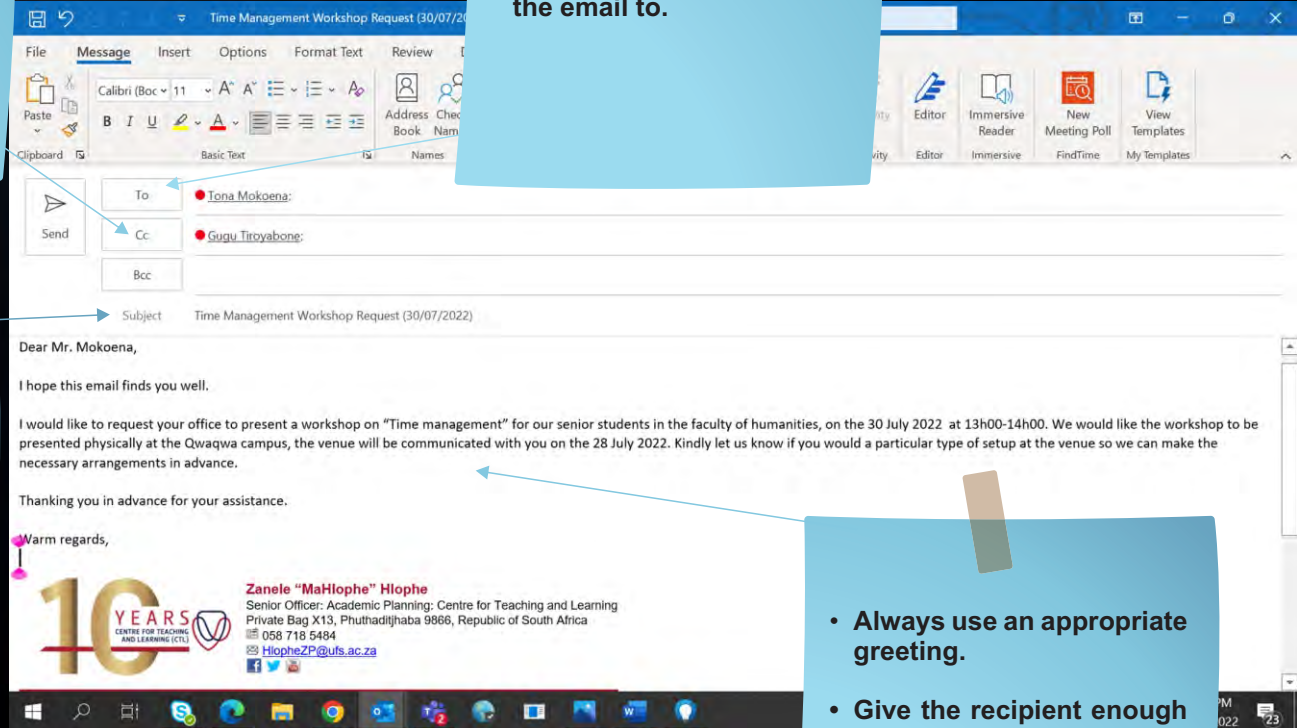
- This is where you add the email address of the person (recipient) you are sending the email to.

- The subject line is where you write a brief introduction of what the email is about.

- Use a strong but brief description of subject line.

- Always use an appropriate greeting.

- Give the recipient enough information on the matter you need assistance with, to avoid back and forth emails requesting for additional information.



Email Tips:

- Add the email address after composing your email. This is to avoid sending it accidentally before you finish what you wanted to write, and then sending multiple emails later.
 - If the email recipient (the person you sent the email to) has not responded to your email, do not write a new email reply to the initial email you sent them for a follow-up.
 - Always proofread your email before sending it. This is to make sure that everything you have written makes sense to the recipient and that you have provided all the necessary information.
 - Avoid using command language, e.g. I want you to register me. The more appropriate language is "Can I kindly be assisted to register". Be respectful and avoid using all capitals letters (shouting online)
- Avoid SMS language (short cuts and slang).
 - Always include a subject line in your emails as it can give the recipient an indication of the priority of the email. Do not write the content of the email on the subject line.
 - Avoid colours, smileys, fancy backgrounds - space wasters.

Common email abbreviations:

FYI	-	For Your Information
FYA	-	For Your Attention
ASAP	-	As Soon As Possible
E.g.	-	Example
I.e.	-	That Is



STUDENT SUCCESS PORTAL

A wide array of resources, all in one place – Skills online, anytime, anywhere!



The student success portal is a collaborative Blackboard site that allows you to find valuable resources to support the development of crucial skills for your academic success, employability, computer competency and more! You can also connect with staff to help you succeed via the contact details for various student support services. This portal is just what you need as it not only offers you skills development but supports you to be a well-rounded UFS student.

"Every skill you acquire doubles your odds of success." Scott Adams



What lies ahead?

By: **Masabata Mosoeu**





A few months ago, your energies were high with excitement as you were preparing for the academic year ahead. Since Valentine's Day 2022, those of you who returned to campus have had the pleasure of enjoying meals with peers, walking through our beautiful campuses, and sitting in the lecture hall falling in love with the realization of your dreams finally coming true. Similarly, the reality of working more independently became more legitimate to those who continued with online Teaching and Learning.

Life has become a juggling act of closing one chapter of the journey while preparing for the next; a skill you learn from experience that will teach you how to be adaptable to quick changes in the future, no matter the circumstance. What better time than the present to start thinking about what lies ahead and start planning for it?

Whether you are a first-year student ready to transition into your senior years, a senior student leveling up in your studies, or a final year student preparing for postgraduate studies or the world of work; preparation is always key.





The central advising office offers top 5 advising tips on how to prepare for and ensure you are adaptable for whatever academic adventures lie ahead:



When	Make sure you...
2022	
<ul style="list-style-type: none">Finalizing your 2022 academic year	<ul style="list-style-type: none">Take a minute to reflect and take pride on how far you have come, get ready for the final stretch of the yearWith the 4th quarter as short as it is, be ready for anything ...always.Prepare for the final exam sitting in time
2023	
<ul style="list-style-type: none">Transitioning back to campus 2023	<ul style="list-style-type: none">Familiarize yourself with support services on campusSecure a conducive, safe, and affordable accommodationHave all the necessary resources for the commencement of your lectures (e.g., study guides, prescribed textbooks etc.)
<ul style="list-style-type: none">Preparing for registration 2023	<ul style="list-style-type: none">Recap on the university and faculty rules and regulationsSeek academic advice if/when necessaryMake sure your finances are in check
<ul style="list-style-type: none">Commencement of lectures 2023	<ul style="list-style-type: none">Verify your proof of registrationVerify your timetableNB! Attend all your lectures
<ul style="list-style-type: none">While on the journey in 2023	<ul style="list-style-type: none">Keep in touch and engage with support services (e.g., CTL, SCD, WriteSite #SecuretheGrad etc.)Consult your lecturers if something about your modules is unclearPrepare for your lectures and keep up with your studies

With any planning or preparation process:
"Write it down on real paper with a real pencil and watch things get real"
- Erykah Badu



#STG

#Secure that GRAD!

Who we are & how we assist you!

#SecureTheGrad is a Senior Experience and Senior Student Success initiative within the Centre for Teaching and Learning on the Bloemfontein Campus

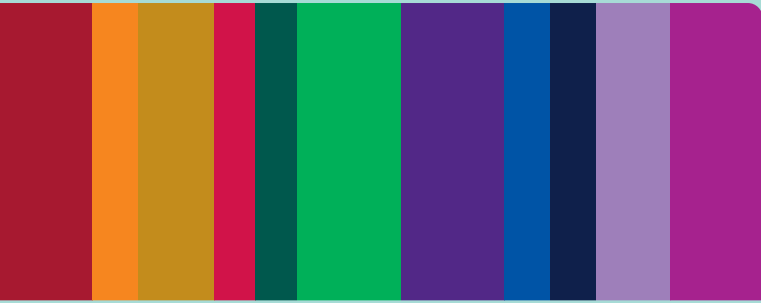
Our webinars, seminars and events have the aim of providing senior UFS students with an opportunity to network within the campus community as well as with key partners

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

In short, we aim to provide senior students with the necessary information, tools, and resources to obtain their degree at the University of the Free State.

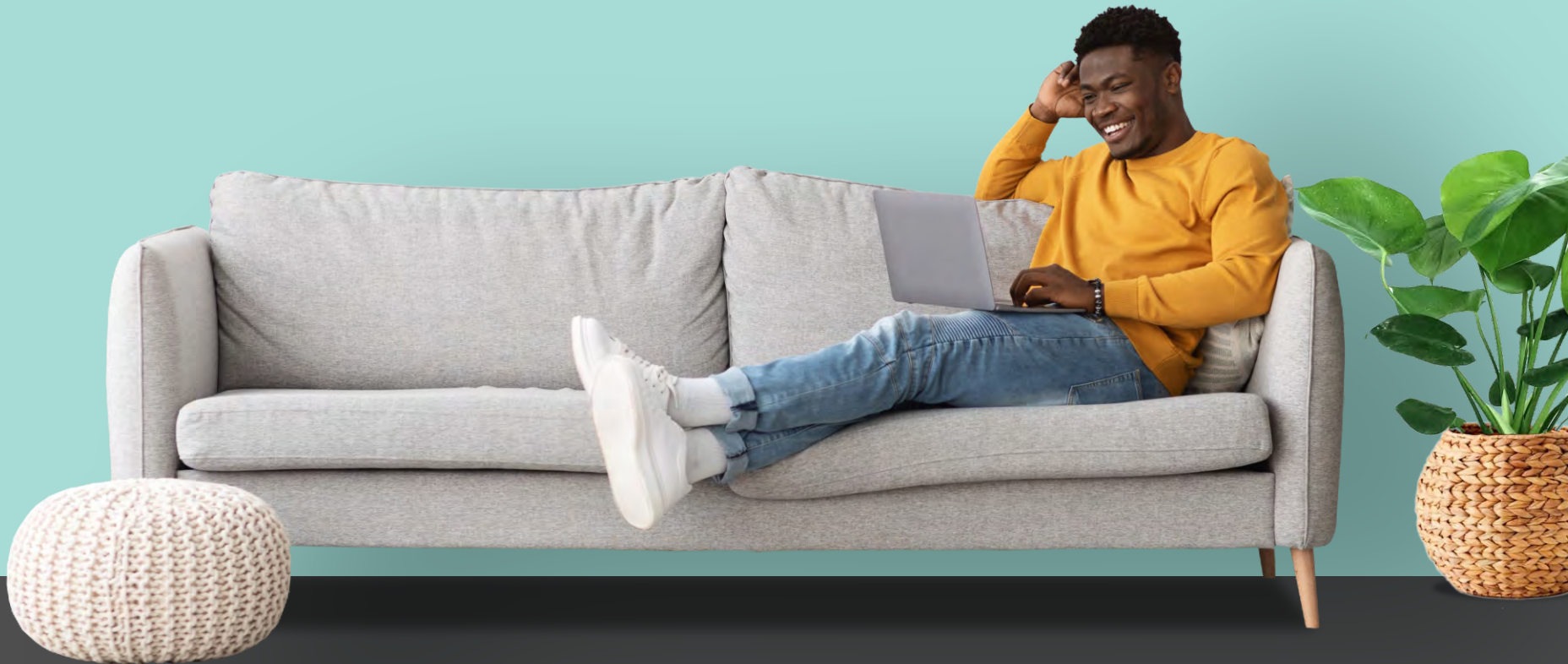
For more information, keep an eye on our Instagram page for more information or send us an email: securethegrad@ufs.ac.za





LinkedIn Learning

By Bonolo Mahlatsi



The trajectory of the fourth industrial revolution has warranted an adaption in university systems to make use of digital technology. This has made educational technology prevalent in recent times. Furthermore, there is an increased focus on technological tools that assist with the communication of knowledge, and that facilitates online learning. As a result, the education sector is being revolutionised in the process. This is in addition to practical education, which includes various disciplines such as education, sociology, psychology and physiology, and other disciplines. Educational technology serves to leverage electronic learning (e-learning) as it encompasses online learning, computer-based training, and other mobile learning technologies. In essence, online learning is adapting to this digitalisation era within institutions of higher learning where students have been faced with a different mode of learning such as blended learning, requiring them to adapt their traditional way of learning to an online model.

In order to gradually ease students into the online learning model, the University of the Free State has provided LinkedIn Learning for free to all registered students. LinkedIn Learning is an online course provider platform that serves to enhance the culture of e-learning among students. The platform provides students with short courses they can complete and videos that will assist them to grow and develop in areas outside their degree. Topics covered on LinkedIn Learning include financial literacy, social media, and even music theory. It offers a plethora of courses students can search and choose from. Furthermore, students can enjoy individualised courses as the platform provides interactive learning experiences that cater to different learning needs and levels to enhance the culture of learning.

Benefits of LinkedIn Learning include the following:

- It is free for all registered UFS students
- It enhances digital skills
- Contains high-quality content and short courses
- Provides access to a wide range of courses
- It is interactive and learner-oriented
- It offers practical learning through quizzes and activities in between courses

Blackboard to Access LinkedIn Learning:

Students can find all the information and steps on how to access LinkedIn Learning, on the Student Success Portal Organisation under Employability skills.



Centre for Universal Access and Disability Support

The Centre was established in 2001, which has since grown and expanded significantly, and today forms part of Student Affairs as an independent entity, with offices at the Bloemfontein, South and QwaQwa campuses. Supplementary to the academic support offered to students with disabilities, CUADS increasingly plays a vital role in the development of awareness and advocacy for persons with disabilities across all three campuses of the UFS firmly believing in our motto “nothing about us without us”. The Centre aims to ensure that the UFS increasingly becomes a universally accessible higher education institution which embraces and is welcoming to all students, including students with disabilities.

- Disability Support Programme, which entails the provision of specialist and a holistic coordinated approach in student support while also availing information for data collection and reporting purposes. The aim of the programme is to create enabling environments to empower students with disabilities to participate equally.
- Accessible Transport Programme, which includes the provision of accessible transport to students with disabilities between Bfn and South Campuses.
- Liaison, Awareness and Advocacy Programme for the development of awareness and advocacy for persons with disabilities across all three campuses. Partnerships here are the Center for Teaching and Learning, Student Life and Communities.

- Staff with Disabilities Programme to advance optimal support for staff members with disabilities together with Human Resources.
- Staff Development and Training Programme in partnership with Human Resources to develop an institutional knowledge-based culture of mindfulness regarding the diverse student population of the UFS.
- Accessibility Programme to ensure access to all building and facilities for all users, according to the principles of Universal Access and Universal Design together with University Estates.
- Accessible Study Material Production Programme for the provision of academic support through the coordination and production of accessible learning material and lectures with Academic Departments and lecturers.
- Communication Access Programme for the provision of academic support through the facilitation and coordination of communication access together with Interpreter Services.
- Alternative Assessment Programme by facilitating and coordinating alternative assessments options together with the Exam Division and Student Counselling and Development.
- Student Academic Support Programme to move away from all academic support services to persons with disabilities predominantly be the responsibility of

CUADS in collaboration with the Centre for Teaching and Learning – WriteSite, A_Step Programme

CUADS provides support services to the following categories of students with disabilities:



Specific learning difficulties

(e.g. Dyslexia, ADD/ADHD, Hyperactivity).



Mobility impaired (e.g. wheelchair users, amputees, Cerebral Palsy, Muscle Dystrophy, Spina Bifida, Multiple Sclerosis).



Visually impaired (e.g. blind, partially sighted). Students receive all their study material and textbooks according to the format of their choice, which includes Braille, Audio (material is read on a digital recorder), enlarged material and E-text.



Hearing impaired

(Deaf, hard of hearing and deafened).




Debilitating **psychological** and other **chronic** conditions (e.g. Schizophrenia, Epilepsy, Panic Disorder).



Temporary impairments (e.g. a broken hand).

CUADS CONTACT INFORMATION

 cuads@ufs.ac.za

 Centre for Universal Access and Disability Support (CUADS)

Bloemfontein Campus: MirandaMH@ufs.ac.za / 051 401 3713

Qwa-Qwa Campus: ThuloTB@ufs.ac.za / 058 718 5189

South Campus: MotaungEG@ufs.ac.za / 051 505 1355

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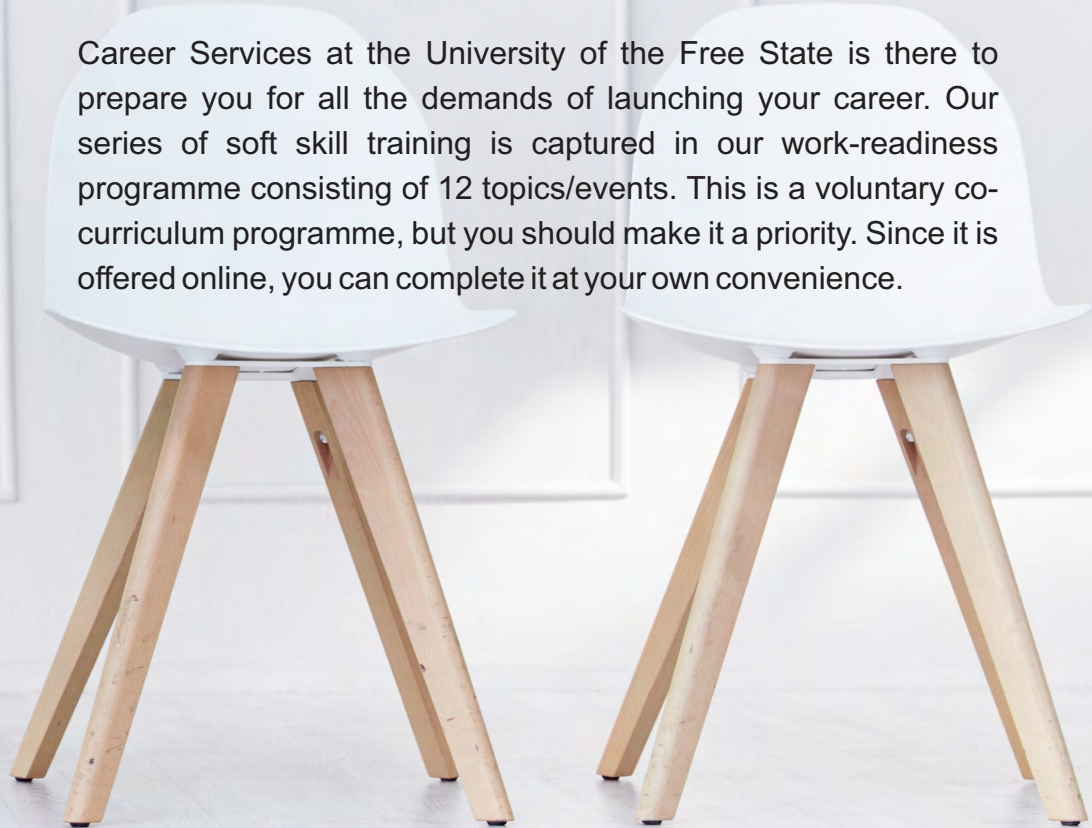


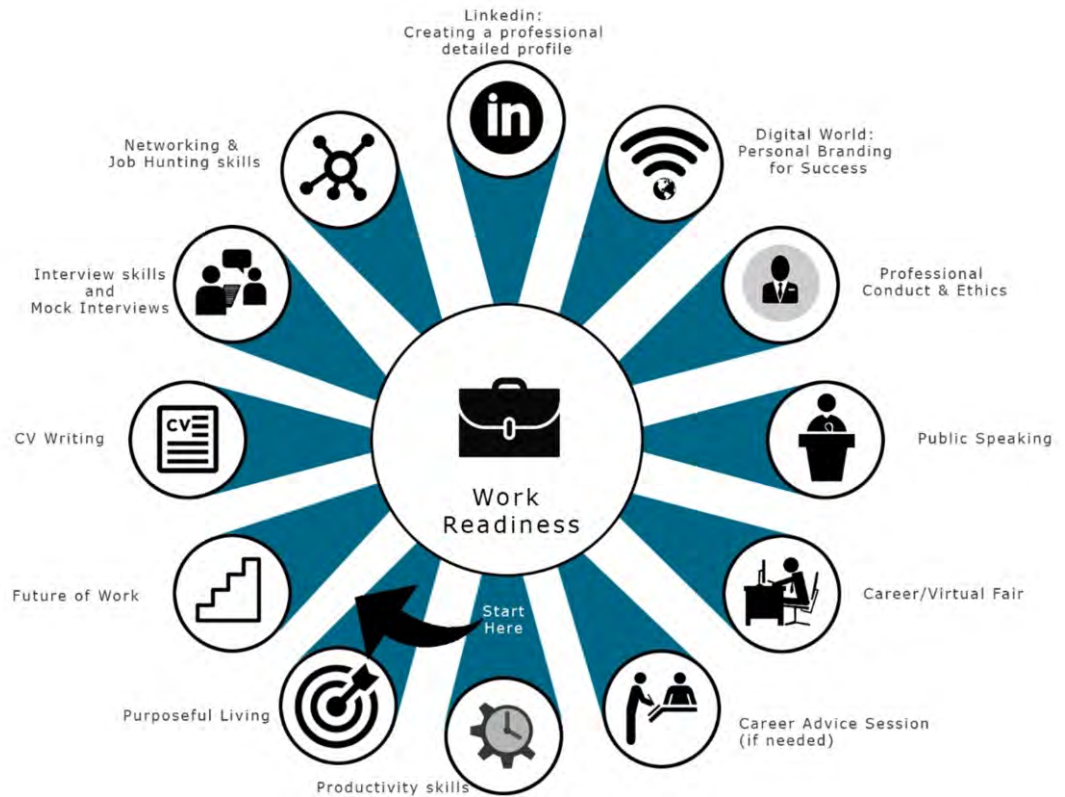
Work readiness

By **Belinda Janeke** | **Head:** Career Services

The world of work is dynamic – constantly changing and responding to the demands or consumerism. Recently, these changes have escalated and accelerated. While it might seem daunting, it is also rife with opportunities. The question that you must ask yourself is: Am I ready to run with it?

Career Services at the University of the Free State is there to prepare you for all the demands of launching your career. Our series of soft skill training is captured in our work-readiness programme consisting of 12 topics/events. This is a voluntary co-curriculum programme, but you should make it a priority. Since it is offered online, you can complete it at your own convenience.





What are you selling?

In a nutshell, the economy is a continuous process of supply and demand. People will hire you (or "buy" you) if there is a demand for your skills. This is true for large companies or if you prefer to work as a contractor in the GIG economy (selling your skills for shorter periods of time to different companies or buyers).

So, what are you selling? If you look at old school CVs, most people are selling their contact information, addresses, health status...and so on. Because that is the first thing you read on a CV. Unless you are selling yourself to a market research endeavour, that is not how your CV should begin.

Start by selling your unique offering. What is that? And if you are not sure, you need to spend some time to get to know your special skill. All nurses are not alike, nor teachers or accountants. No one else has your exact background or experience.

Currently, we also enjoy the passion economy, so make sure that your CV sounds like you love what you are doing. Artificial Intelligence can copy almost all human skills, but not passion. So that is a starting point to unpack your offering.

CVs are no longer dull and identical documents structured around a characterless template. Make sure that your CV truly represents you.

Where are you selling?

It is a good idea to begin building a strong online presence while you are still studying. Either a LinkedIn page or website, for example. Your digital footprint can set you up to land an interview, and back-up your CV. If, for example, if you claim to write well, a website can be proof of that. Try to volunteer at companies where you would like to get employed and make use of all the networking platforms and events offered by the UFS.

Sealing the deal

A job interview is your chance to prove that your CV is true. That is why it is so important that your CV is a true reflection of you and your skills. Practice mock interviews with your friends or Career Services experts. The more you do it, the less scary it will become. In fact, it should be something that you look forward to – use those thirty minutes to unpack all your years of hard work. Believe in yourself, you are well trained and will find your spot in the marketplace.

Please liaise with the UFS Careers Office and learn from their expertise. The careers-team is geared to guide you towards greatness.



UFS Careers

<https://www.facebook.com/UFSCareers>



UFS Careers (University of the Free State)

<https://www.linkedin.com/groups/7421353/>

Email icon: career@ufs.ac.za

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