



newsletter

October - December 2009 Volume 1, Issue 1

PARTNERING WITH THE INTERNSHIP AND CAREER DEVELOPMENT CENTER (ICDC)



The Internship & Career Development Center (ICDC) at the University of Dubai (UD) forms an integral part of the educational process by providing comprehensive career services to students, alumni, and employers.

We are committed to assisting you in the selection of a major that fits your goals and interests, helping you with career decisions and advising you regarding internship and employment opportunities.

Visit us regarding any of the following:

- If you are a new student, come and speak to us about the major you are considering and how it relates to your career aspirations.
- Sign-up to create a personal account to access the assessment test SIGI Plus. This will help you examine your work-related values, career interests, and skills systematically through self-assessment.
- Learn about the types of internships available to you.
- Learn more about the UD partnership with the Hamburg School of Business Administration (HSBA) that gives students the opportunity to obtain international exposure through the completion of an internship in Hamburg, Germany.
- Attend our Career Workshops to learn about various career topics such as resumé and cover letter writing, interviewing skills, job search strategies and how to get an internship and full time job.
- Use the career resources available at the UD Library where books and DVDs on career related topics are available for your reference. To learn more about our career library resources please visit our website: <http://ud.ac.ae/centers/icdc/icdcforms/6.pdf>.

MESSAGE FROM THE ICDC MANAGER

On behalf of the entire ICDC staff, it is my pleasure to welcome and introduce you to the first issue of the ICDC Quarterly Newsletter. I hope you will take a moment to read through it. The purpose of the ICDC newsletter is to share news regarding career-related events, employer visits, discussions, and skill development, as well as to provide career advice and tips. In addition, the newsletter promotes programs that aid in the professional development of our students, helping them to become strong candidates for local, national, and international industries and businesses as well as for graduate and professional programs around the world.

Also, we encourage our faculty members, alumni and friends from the business community to share their professional knowledge, career expertise and know-how through our soon to be introduced column "Career Advice from a Professional". This will help our students plan and prepare for a successful career.

Finally, we are happy to work together to creatively address career related issues and look for innovative approaches to meeting the needs of our students and alumni. Please make use of the career resources contained in this newsletter and be sure to visit our website (<http://ud.ac.ae/centers/icdc>) to read about new program offerings and regular updates.

Best Regards,

Amina El Marzak

- Sign up to attend the UD Job Fair. This event will connect you directly with business leaders and industry experts willing to recruit UD graduates.
- Explore ICDC job postings on the bulletin boards around campus and on-line at by visiting http://ud.ac.ae/centers/icdc/job_posting.php.
- Explore networking possibilities with your fellow UD alumni through the Alumni Relations Office.
- Participate in the Alumni-Student Mentoring Program and get paired up with a mentor that can share career advice and networking opportunities.
- Check the ICDC Event Calendar for the academic year 2009/2010 on the UD website: http://ud.ac.ae/centers/icdc/icdc_calendar.php.
- Visit the ICDC section of the UD website (<http://ud.ac.ae/centers/icdc>) for more details on the information listed above, or visit our office on the 6th floor of the Al Masood Campus (Office 602).

THE TOP TEN SKILLS THAT EMPLOYERS SEEK IN A GRADUATE



- 1. Commercial Awareness (or Business Acumen):** Knowing how a business or industry works and what makes a company tick. Exhibiting that you have an understanding of what the organization wants to achieve through its products and services, and how it competes in the marketplace.
- 2. Communication:** This covers verbal and written communication, as well as listening. It's about being clear, concise and focused. A good communicator can tailor his/her message to the audience by listening to and incorporating the views of others.
- 3. Teamwork:** You'll need to prove that you're a team player who has the ability to take on responsibility, manage and delegate to others. It's about building positive working relationships that help everyone to achieve business goals and objectives.
- 4. Negotiation and Persuasion:** This is about being able to express your opinion while considering the various places that other people are coming from. If you are suc-

cessful at incorporating all points of view, everyone can get what they need and feel positive about it.

- 5. Problem Solving:** You need to display the ability to take a logical and analytical approach to solving problems and resolving issues. It's also good to show that you can approach problems from different angles.
- 6. Leadership:** You may not be a manager straight away, but graduates need to show potential to motivate teams and other colleagues. It's about assigning and delegating tasks efficiently, setting deadlines and leading by example.
- 7. Organization:** This is about your ability to prioritize work efficiently and productively, and managing your time well. It's good to be able to show employers that you are able to decide what is important to focus on, get it done and meet your deadlines.
- 8. Perseverance and Motivation:** Employers want people to have a bit of get-up-and-go. Working life presents many challenges and you

need to show employers that you're the kind of person who will find solutions, even when the going gets tough. It's also important to remain cheerful and approachable in the workplace.

- 9. Ability to Work Under Pressure:** This is about keeping calm in a crisis and not becoming

overwhelmed or stressed when the pressure is on.

- 10. Confidence:** In the workplace you need to appear confident in yourself and your abilities while avoiding being labeled as arrogant. You should also have confidence in your colleagues and the company you work for.

A NOTE OF GRATITUDE



مؤسسة ناصر بن عبداللطيف السركال
Nasser Bin Abdullatif Alserkal Est.

BRIDGESTONE

We would like to take this opportunity to thank Bridgestone for their generous support of the renovation of the University of Dubai common room. The renovation of the common room, located on the 2nd floor of the Al Masaood Campus, provides UD students, faculty and staff with a comfortable place to study, relax and socialize.

THE BENEFITS OF AN INTERNSHIP

MOHAMMED ABDULLA AL JASSMI



If you are a full-time student and have no real work experience, an internship can provide you with a taste of the working life. Even for part-time students with work experience (like me!) the internship course is not only required in order to graduate, but it can be a great experience. After being advised by the ICDC department, I completed my internship in Germany in cooperation with the Hamburg School of Business Administration. When considering it, I thought of it as a useful opportunity to enhance my cultural awareness and ability to work in an international business environment.

It doesn't matter if you are a part-time or full-time student, you need to experience these moments to see the value of your academic skills and knowledge in the workplace.

Based on my experience, here are some valuable recommendations concerning internships:

1. Study the company you intend to do your internship with, know what field or sector the company is operating

in, what their products and services are, how big the company is, etc.

2. Work with the department within the company that matches your major interest.
3. Have an orientation or introduction to the company organized by their Human Resources representative.
4. Ensure your internship program or daily schedule is prepared before you start at the company so you are able to fully benefit from the period you spend with them.
5. Work on your report from the first day. Don't delay your report to the last days of your program. Keep recording all your activities during the day as you will need them to prepare your final report to the University.
6. Always keep in touch with your supervisors at work and at the University. If you face any challenges or difficulties feel free to consult them.
7. Treat your internship like a real job. You will be assessed on your work behavior and personal attitudes. Don't forget that a first impression is the last impression!

Here are some benefits of participating in an internship:

1. An internship provides the opportunity to gain hands on work experience that you just can't get in the classroom.
2. An internship can be a really useful addition to your resume. An internship will help you to get the work experience you need to secure a job after you graduate.
3. There is a good chance that an internship will allow you to continue working with the company as full time employee.
4. An internship will help you to explore and decide if you are on the right career path, or if you need to change to a different sector.
5. Networking opportunities. Internships are a great way to meet people in your field.
6. An internship gives you the opportunity to prove the value of your qualifications and to show that you can perform in the role you've been given.
7. Internship will help you to build self confidence and enhance your professional skills.



My name is Rawand Altamimi, a senior student at the University of Dubai (UD). I was recently nominated by the University to attend The Arab Women's Leadership Training Institute (AWLTI) for female university students held on August 2nd-6th, 2009 in Amman, Jordan. Attending this conference was truly a learning experience for me. It was a great opportunity for me to meet and interact with people from different cultures and nationalities from around the region.

The workshop covered a series of lectures and different activities which enhanced my understanding of how to become a successful leader. Activities and topics such as "How to be a Leader in Society", "Interviewing Skills", and "Negotiation Skills" were some of the highlights of the workshop's agenda. The facilitators were all very accommodating and discussed leadership topics with ease and professionalism. As a participant, I was asked to develop presentations in order to assess the learning experience.

In summary, I can say that the AWLTI was an invaluable learning experience for me. The leadership skills imparted and the training given created an impact on my life which I will definitely put into practice now and in the future.



ICDC CALENDAR OF ACTIVITIES OCTOBER-JANUARY, 2009-2010

OCTOBER 2009

- 20th The Executive Council's Open Day, Graduate Trainee Program
- 22nd Alumni Awareness Event 1: Dean's Alumni Networking Reception (IT)
- 26th Beta Gamma Sigma Event (organized by CBA)
- 29th Alumni Awareness Event 1

NOVEMBER 2009

- 5th Launch of Alumni-Student Mentoring Program
- 14th, 15th and 24th Career Workshop (Career Exploration Class): Mock Interview
- 19th Career Workshop 1: Resume Writing and Interviewing Skills

DECEMBER 2009

- 7th Career Workshop 2: Resume Writing and Interviewing Skills
- 12th Career Workshop (Career Exploration Class): Job Search Strategies & Resume Writing
- 13th and 15th Career Workshop (Career Exploration Class): Negotiating for a Job Offer or Interviewing Tips
- 21st Alumni Awareness Event 2: Dean's Alumni Networking Reception (CBA)

JANUARY 2010

- 11th Winter Internship Workshop
- 17th Start of Winter 2010 Internship
- 20th Graduating Student's Reception (hosted by University of Dubai Alumni Association)

ICDC STAFF, NEW AND OLD

In recent months the ICDC has grown to include two new members, Ms. Redempta San Jose, Career Development Coordinator and Ms. Marrakech Arbuckle, Alumni Coordinator. They join a team already comprised of Ms. Amina El Marzak, ICDC Manager and Ms. Manar Noufal, Internship Coordinator.

With the newest additions, ICDC looks forward to providing UD students, alumni and employers with increased services and new and innovative programming. The ICDC office is located in room 602, 6th floor of the Al Masaood Campus. Please find the contact details for each team member below.

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