



	<ul style="list-style-type: none"> <li>• A reflection on how this Canada-Japan Co-op Program work experience will contribute to both your academic and career development;</li> <li>• A description of the relationships you have with Japanese co-workers and superiors;</li> <li>• A description of your Japanese living arrangements and cultural experiences;</li> <li>• A list of the cultural experiences you had during your duration;</li> <li>• Recommendations you would make to other Canada-Japan Co-op Program students on how to obtain or be successful in the kind of work you are doing; and,</li> <li>• Your overall impression of living in Japan for an extended period and the memories that you will bring back home to Canada.</li> <li>• <b><i>If possible please include photos. NOTE: Approval must be received by your supervisor if photos taken at the worksite.</i></b></li> </ul> <p>Your supervisor <b>must</b> review your report before it is submitted in order to make sure that it does not contain confidential information.</p> <p>Please note: your experiential report may be displayed on The Canada-Japan Co-op Program website for up to twelve months after submission.</p> <p>Unlike a technical report, this report may be written in first person and is based on your impressions and experiences. A Pass (P) or Fail (F) grade will be associated with this report.</p> <p>(iii) Work Term Report: Submit to your supervisor for review.</p> <p>(iv) Work Term Report Release Form: Submit to your supervisor for signature. Forward to the Canada-Japan Co-op Office with the Report.</p>	<p><b>Within 7 days before your last day of work.</b></p> <p><b>* NOTE: Absolutely no reports will be accepted without a Work Term Report Release form.</b></p>	<input type="checkbox"/>  <input type="checkbox"/>
4.	<p><b>FORMS:</b></p> <p>(I) Advise your supervisor that you have to send the following completed forms into the Canada-Japan Co-op Program to successfully complete the work term:</p> <ul style="list-style-type: none"> <li>▪ Work Term Learning Objectives</li> <li>▪ Work Term Report Release and Employer Evaluation</li> </ul>	<p><b>By the third week of your work term.</b></p> <p><b>To be faxed to the Canada-Japan Co-op Program by the last day of your work term in Japan (Fax number: 604-822-3449)</b></p>	<input type="checkbox"/> <input type="checkbox"/>
5.	<p><b>Canada-Japan Co-op Program Advisor:</b></p> <p>Your Canada-Japan Co-op Program Advisor is the Canada-Japan Co-op Program Assistant, Yuko Nemoto. Please contact Yuko by email to advise her that you have arrived safely in Japan and started your job. Please keep in regular contact with Yuko via email throughout your period in Japan.</p> <p>You will be contacted by Yuko by phone/SKYPE during your work term to ensure you are satisfied in your position. Work site visits will be scheduled and conducted if we are visiting Japan during your work term.</p>	<p><b>Contact Yuko Nemoto when you arrive in Japan and have commenced your position.</b></p> <p>Yuko Nemoto Email: yuko.nemoto@ubc.ca/coop.japan@ubc.ca Phone: 604-822-6579 Fax: 604-822-3449</p>	<input type="checkbox"/>
6.	<p><b>Work term Fees (\$774.75 per academic term effective May 1, 2019):</b></p> <p>Students from Ecole Polytechnique de Montréal, École de technologie supérieure, Simon Fraser University, The University of British Columbia, The University of Ottawa, The University of Victoria, Ryerson University and Thompson Rivers University will pay their fees directly to their home institution.</p>	<p>UBC Fees are payable:</p> <ul style="list-style-type: none"> <li>• Interac Online</li> <li>• Electronic Funds Transfer (EFT)</li> <li>• Online/Telephone Banking</li> <li>• International Funds Transfer</li> </ul>	<input type="checkbox"/>

	<p>Students from McGill University will pay their fees directly to the program.</p> <p>Students who are registered at UBC as visiting students (University of Alberta, University of Calgary, University of Manitoba, Concordia University, and Université de Sherbrooke) during their duration in Japan will be required to pay the assessed UBC Co-op tuition fee of \$774.75 per term (effective May 2019) and Student Services fees to be registered at UBC. Work term fees of \$774.75 per term are assessed at the end of the first month of each work term, June, September and January. Your number of work terms will be determined by the length of your internship in Japan.</p> <p>While in Japan, all students must be registered in Co-op work terms to maintain status as full time students as part of the requirement of your visa.</p>	<p>You can pay online at the Student Service Centre  <a href="https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework">https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework</a></p>	
7.	<p><b>Student Evaluation of The Canada-Japan Co-op Program Co-operative Education Work Term Form</b></p> <p><b>Employer Evaluation of The Canada-Japan Co-op Program Co-operative Education Student Form:</b>  Ensure that you review the evaluation with your supervisor. It should be signed by you, your supervisor (or an HR representative) before submission to The Canada-Japan Co-op Program.</p>	<p>Within 7 days of your last day of work.</p> <p>By the last day on the job with your Canada-Japan Co-op Program employer.</p>	<input type="checkbox"/> <input type="checkbox"/>

*Please keep in touch with the Canada-Japan Co-op Program team during your period in Japan.*

**Yuko Nemoto**  
The Canada-Japan Co-op Program  
The University of British Columbia  
Tel: 604-822-6579  
Fax: 604-822-3449  
Email: [yuko.nemoto@ubc.ca](mailto:yuko.nemoto@ubc.ca) /  
[coop.japan@ubc.ca](mailto:coop.japan@ubc.ca)

*Have a fantastic time in Japan and remember we want to hear from you!*