

# THE CANADA-JAPAN CO-OP PROGRAM

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## The Canada-Japan Co-op Program Checklist

1.	<b>CONTACT INFORMATION:</b> (i) Complete the Student Work Term Information Form at <a href="http://thecoopjapanprogram.com/students/download-student-forms/">http://thecoopjapanprogram.com/students/download-student-forms/</a>	By the second week of your work term.	<input type="checkbox"/>
2.	<b>LEARNING OBJECTIVES:</b> (i) Review your Canada-Japan Co-op Program work term parameters and responsibilities with your supervisor. (ii) Review your <b>Learning Objectives</b> with your supervisor. (iii) Complete your Canada-Japan Co-op Program <b>Learning Objectives</b> and have your supervisor review and sign the form. Email or fax the form to: The Canada-Japan Co-op Program Attention: Yuko Nemoto Email: <a href="mailto:coop.japan@ubc.ca">coop.japan@ubc.ca</a> / <a href="mailto:yuko.nemoto@ubc.ca">yuko.nemoto@ubc.ca</a> Fax: (604) 822-3449	It is your responsibility to schedule a meeting with your supervisor during your <b>first week</b> of employment.  By the third week of your work term.	<input type="checkbox"/>    <input type="checkbox"/>
3.	<b>CANADA-JAPAN CO-OP PROGRAM WORK REPORT</b> (i) Inform your supervisor that you have to write a Canada-Japan Co-op Program Experiential Work Term Report and the technical reports requested by your home institution. (ii) Your Canada-Japan Co-op Program Experiential report is a ten page experiential report based on your experiences while in Japan. This report is intended to: <ul style="list-style-type: none"> <li>• Encourage you to reflect on your present Japanese work experience and how it relates to your academic and career development;</li> <li>• Give you an opportunity to reflect on the skills that you are acquiring during your Canada-Japan Co-op Program work term(s) and help you analyze your personal work preferences;</li> <li>• Help you clarify your goals for future Co-op work terms based on your experience in your Canada-Japan Co-op Program work placement;</li> <li>• Assist future Canada-Japan Co-op Program students who are interested in working where you are now; and,</li> <li>• Assist your Canada-Japan Co-op Program Director/staff when conducting the site visit.</li> </ul> <b>Your Canada-Japan Co-op Program Experiential Work Report must be:</b> <ol style="list-style-type: none"> <li>1. A minimum of 10 pages, typed.</li> <li>2. Contain a title page, which includes the name, address &amp; web page (if available) of the organization; your name, discipline, school and date of submission.</li> <li>3. Include a discussion on:               <ul style="list-style-type: none"> <li>• The nature of the organization employing you; history, where they fit in the industry, products/services;</li> <li>• The nature of the work you are doing;</li> <li>• Your role in the department/organization;</li> <li>• Where your department fits within the organization, its role and responsibilities;</li> <li>• The knowledge and skills you are acquiring;</li> </ul> </li> </ol>	Inform your supervisor of the report by the second week of your work term.           Please provide your report to your supervisor at least four weeks prior to your end date to allow time for review.	<input type="checkbox"/>

	<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 style="text-align: right;"><b>Program</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</b> (\$774.75 per academic term effective May 1, 2019): 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 and Thompson Rivers University will pay their fees directly to their home institution.</p> <p>Students from McGill University will pay their fees directly to the program.</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> <p>You can pay online at the Student Service Centre</p>	<input type="checkbox"/>

	<p>Students who are registered at UBC as visiting students (McMaster University, 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>	<a href="https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework">https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework</a>	
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"/>

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