Email: coop.japan@ubc.ca Tel: (604) 822-6579 2385 East Mall, Vancouver BC, Canada V6T 1Z4 www.thecoopjapanprogram.com



## **Canada-Japan Co-op Program Work Term Checklist**

• C	ACT INFORMATION: Complete the Student Work Term Information Form http://thecoopjapanprogram.com/students/download- tudent-forms/	By the third week of your work term.	
• R p	Review your Canada-Japan Co-op Program work term carameters and responsibilities with your supervisor. Seview your Learning Objectives with your supervisor. Complete your Canada-Japan Co-op Program Learning Objectives and have your supervisor review and sign the form.  If the form to:  The Canada-Japan Co-op Program  Attention: Yuko Nemoto  Email: coop.japan@ubc.ca/yuko.nemoto@ubc.ca	It is your responsibility to schedule a meeting with your supervisor during your first week of employment.  By the third week of your work term.	
3.   1.   2.   3.   4.   5.   6.   Your must   1.   1.   1.	experience and how it relates to your academic and career development;  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;  Help you clarify your goals for future Co-op work terms based on your experience in your Canada-Japan Co-op Program work placement; and  Assist future Canada-Japan Co-op Program students who are interested in working where you are now.  Canada-Japan Co-op Program Experiential Work Term Report	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.	

	<ul> <li>3. Include a discussion on:</li> <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> <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 coworkers 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>If possible please include photos.</li> <li>NOTE: Approval must be received by your supervisor if photos</li> </ul>		
	taken at the worksite.	Within 7 days before your last day of	
	Your supervisor <u>must</u> review your report before it is submitted in order to make sure that it does not contain confidential information.	work.	
	Please note: your experiential work term report may be displayed on The Canada-Japan Co-op Program website for up to twelve months after submission.  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	* NOTE: Absolutely no reports will be accepted without a Work Term Report Release form.	
	(F) grade will be associated with this report.		
	Canada-Japan Co-op Program Experiential Work Term Report: Submit to your supervisor for review. Work Term Report Release Form: Submit to your supervisor for signature. Forward to the Canada-Japan Co-op Office along with the Report.		
4.	Canada-Japan Co-op Program Advisor:  Your Canada-Japan Co-op Program Advisor is the Canada-Japan Co-op Program Coordinator, 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.  You will be contacted by CJCP staff by phone/zoom during your work term to ensure you are satisfied in your position. Work site	Contact Yuko Nemoto when you arrive in Japan and have commenced your position.  Yuko Nemoto Email: coop.japan@ubc.ca Phone: 604-822-6579	
	visits will be scheduled and conducted if we are visiting Japan during your work term.		

5.	Student Evaluation of The Canada-Japan Co-op Program Work Term  Employer Evaluation of The Canada-Japan Co-op Program Work Term:  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.	Within 7 days of your last day of work.  By the last day on the job with your Canada-Japan Co-op Program employer.	
6.	Student Evaluation of The Canada-Japan Co-op Program Work Term  Employer Evaluation of The Canada-Japan Co-op Program Work Term:	Within 7 days of your last day of work.  By the last day on the job with your Canada-Japan Co-op Program	
	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.	employer.	

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

Email: coop.japan@ubc.ca

Tel: 604-822-6579

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