

2014 JETAA REGIONAL CONFERENCE



THE SEMPAI PROGRAM



INTRODUCTION

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- a simple way of helping new JETs deal with information gaps from the moment of their acceptance into JET Programme
- a sort of “modern day pen pal system”
- matches based on proximity of the new JET’s and the alumni volunteer’s placement cities
- complements the Pre-Departure Orientation
- flexible and scalable system

IMPLEMENTATION

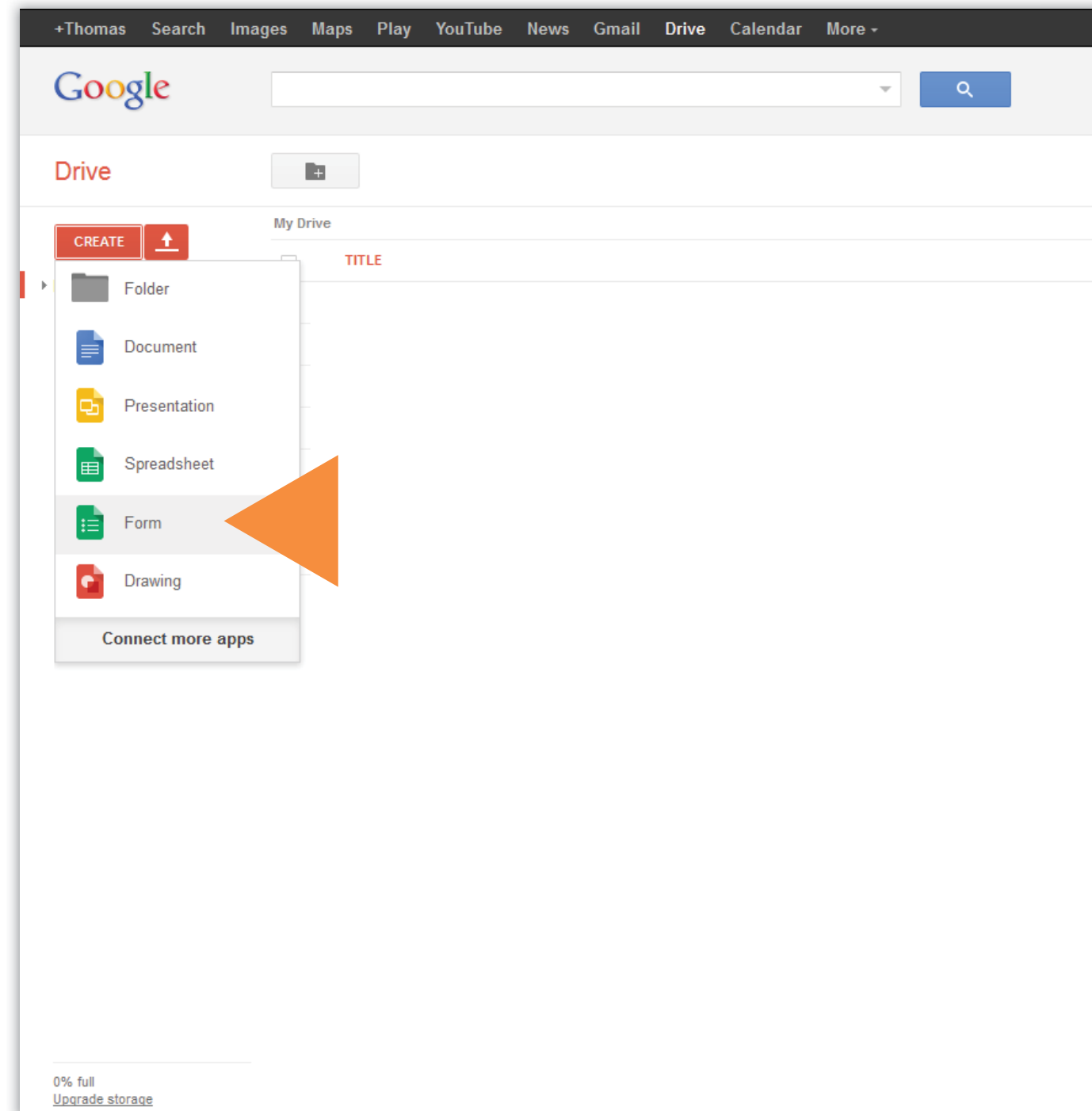
WHAT WE NEED

- two spreadsheets — one from the Consulate JET Coordination Staff, one from the Sempai Program Coordinator
- one Google Account — for access to Google Drive (formerly Google Docs) and Google Maps

DATA COLLECTION

Step One

Create Form in Google Drive.



DATA COLLECTION

Step Two

Information fields we need:

- Full Name
- Contact Email
- JET Placement Prefecture
- JET Placement City
- Type of JET
- **Years on JET (eg. 19XX–20XX)**
- What did you teach while on JET?
- Where are you currently based?
- Have you volunteered on this program before?
- Comments
- **May we keep your contact info on our Sempai Program database for subsequent years?**

DATA COLLECTION

Step Three

Frequently promote the form through all available communications channels. After a certain amount of entries have arrived, output spreadsheet.

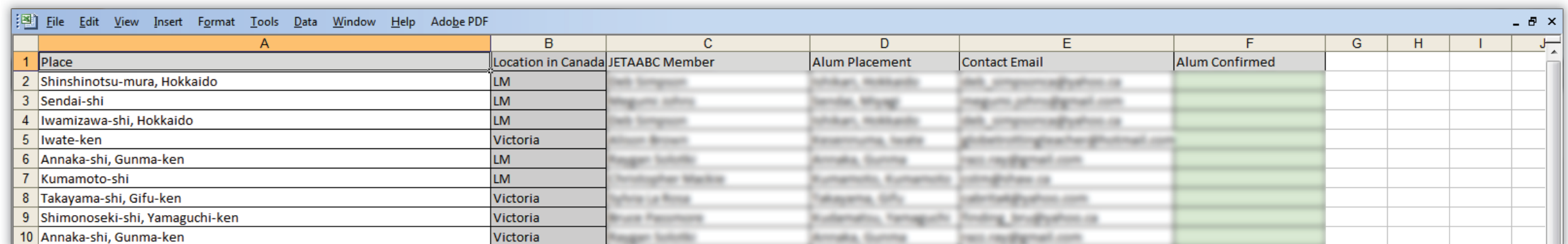
	A	B	C	D	E	F	G	H	I	J	K
	Matches	Full Name	Contact Email	JET Placement	JET Placement	Type of JET	Years on JET (eg.	What did you teach	Where are you	Did you volunteer with the	Comments
1	1			Okayama	Niimi-shi & Rumoi-	ALT	2000-2003 & 2010 -	Kindergarten, Junior High	Japan	Yes	I was on the JET Programme from
2	2			Nagasaki	Tsushima	ALT	2008-2011	Elementary School,	Moving to	Yes	
3				Mie-ken	Owase-shi	ALT	1997-2000	Junior High School	in BC, outside of	No	
4				Fukushima	Samegawa Village	ALT	2009-2012	Elementary School,	Metro Vancouver	No	I lived in Fukushima previously in
5	1			Hyogo	Aioi	ALT	2009-2012	Junior High School	Metro Vancouver	No	
6				Nagasaki	Nagasaki City	ALT	2008-2010	Elementary School,	Metro Vancouver	Yes	
7	1			Iwate	Senmaya	ALT	1997-2001	Kindergarten,	Metro Vancouver	No	
8	1			Saga	Karatsu	ALT	2003-2005	Junior High School	Metro Vancouver	No	
9	1			Okayama	Setouchi City,	ALT	2002 - 2005	Kindergarten,	in BC, outside of	No	I travelled all reaches of Japan e
10	1			Hokkaido	Ishikari	ALT	2002-2005	Elementary School,	in BC, outside of	Yes	Great. This year, I will be unava
11				Mie	Kameyama	ALT		2 Elementary School,	in BC, outside of	Yes	
12				Gunma	Kanra-machi	ALT	2005-2007	Kindergarten,	Metro Vancouver	No	
13				Fukushima	Koriyama	ALT	2008-2011	Junior High School	Metro Vancouver	Yes	
14				Hyogo	Kobe	ALT	2010-2012	Kindergarten,	Metro Vancouver	No	
15	1			Shizuoka	Izu city	ALT	2002-2004	Junior High School	Metro Vancouver	No	
16				Fukui	Fukui	ALT	2001-2007	Kindergarten,	Metro Vancouver	Yes	
17				Hiroshima	Miyoshi	ALT	2002 - 2005	Elementary School,	Metro Vancouver	No	
18				Kyoto	Yasano	CIP	2004-2006		Metro Vancouver	No	

DATA COLLECTION

Step Four

Receive spreadsheet from Consulate JET Orientation staff.

- this spreadsheet is often light on info
- add four more fields to help coordination: Volunteer Name, Volunteer Placement City, Contact Email, Confirmation

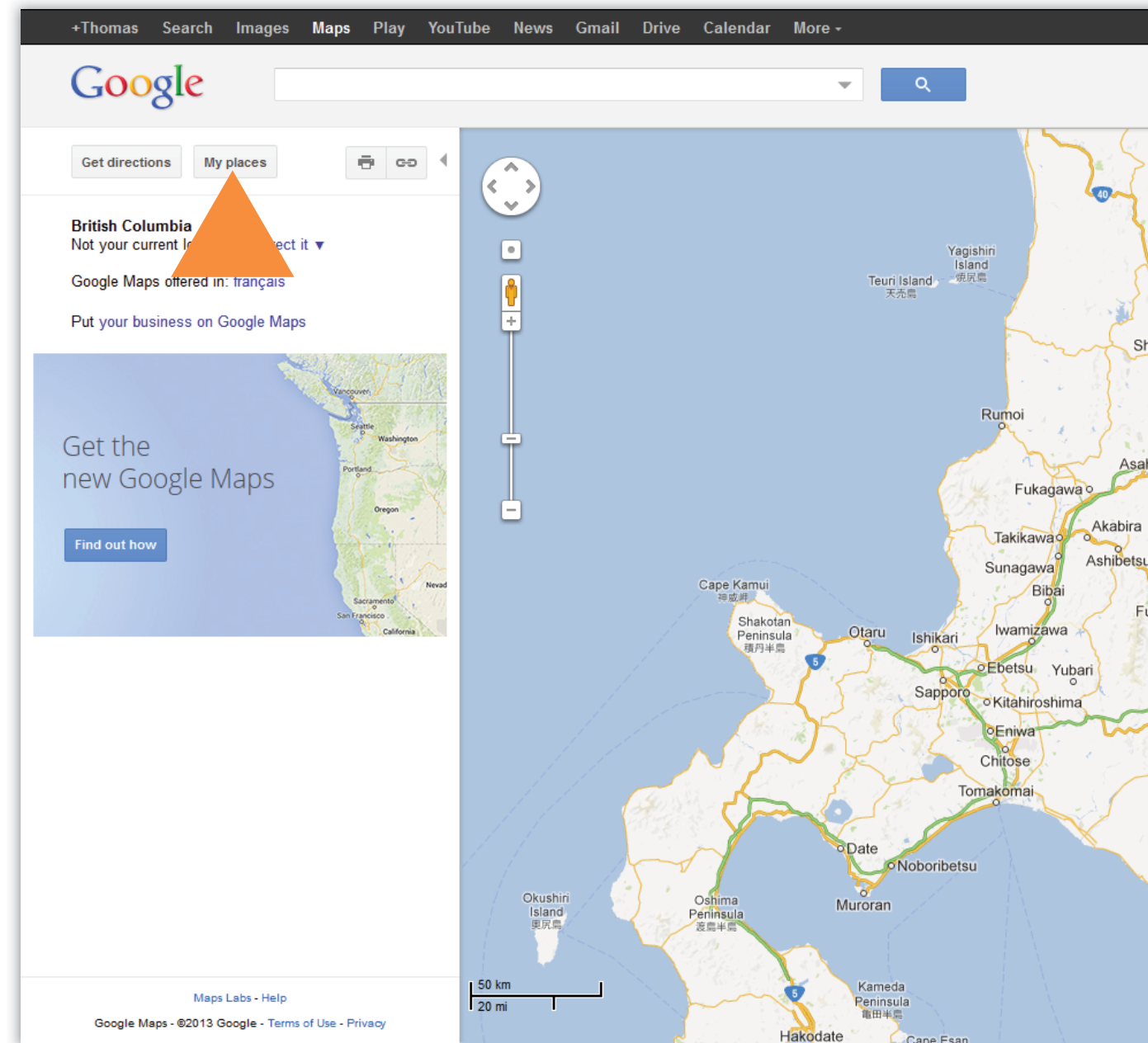


	A	B	C	D	E	F	G	H	I	J
1	Place	Location in Canada	JETAABC Member	Alum Placement	Contact Email	Alum Confirmed				
2	Shinshinotsu-mura, Hokkaido	LM	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
3	Sendai-shi	LM	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
4	Iwamizawa-shi, Hokkaido	LM	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
5	Iwate-ken	Victoria	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
6	Annaka-shi, Gunma-ken	LM	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
7	Kumamoto-shi	LM	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
8	Takayama-shi, Gifu-ken	Victoria	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
9	Shimonoseki-shi, Yamaguchi-ken	Victoria	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					
10	Annaka-shi, Gunma-ken	Victoria	Yoshiko Saito	Sendai, Miyagi	yoshiko_saito@jetabc.com					

PLOTTING THE DATA

Step One

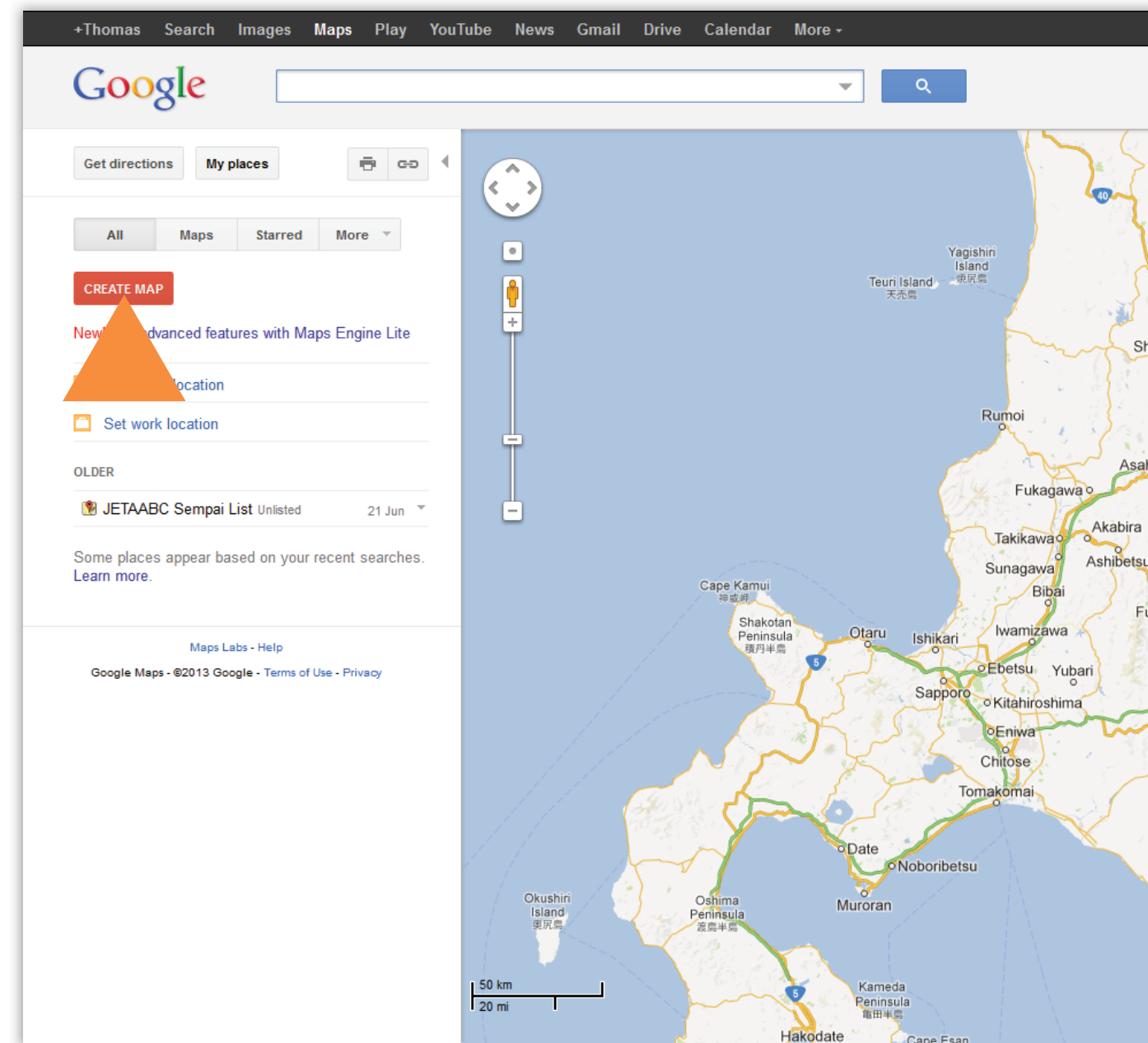
Start a custom Google Map.



PLOTTING THE DATA

Step Two

Choose Create Map.

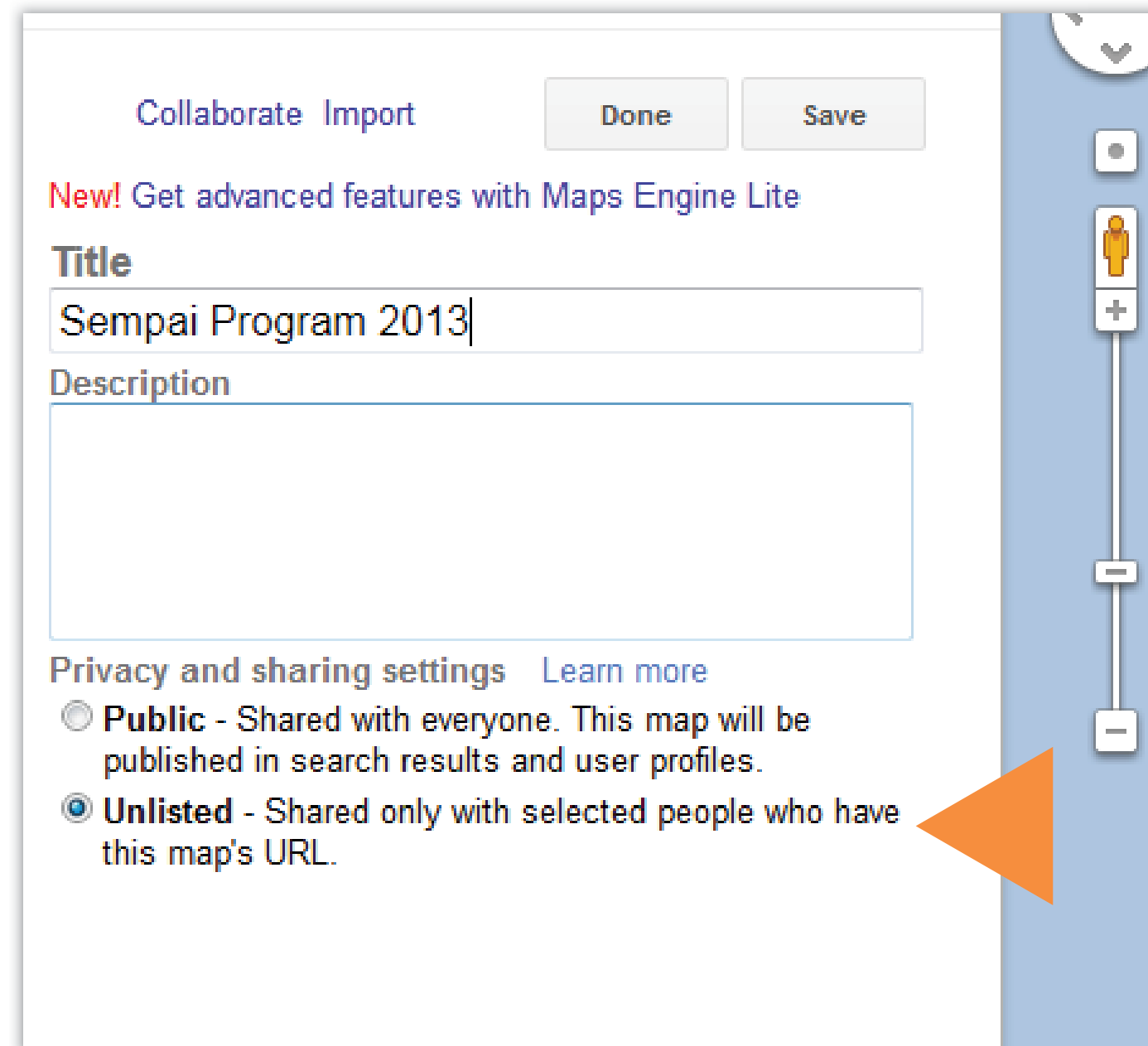


PLOTTING THE DATA

Step Three

Enter title for map.

Make sure map is marked
“unlisted”



The screenshot shows the 'Share' dialog box in Google Maps. At the top, there are links for 'Collaborate' and 'Import', and buttons for 'Done' and 'Save'. A red 'New!' banner promotes 'Maps Engine Lite'. The 'Title' field contains 'Sempai Program 2013'. The 'Description' field is empty. Under 'Privacy and sharing settings', the 'Unlisted' option is selected with a radio button. An orange arrow points to this option from the right side of the slide.

Collaborate Import Done Save

New! Get advanced features with Maps Engine Lite

Title
Sempai Program 2013

Description

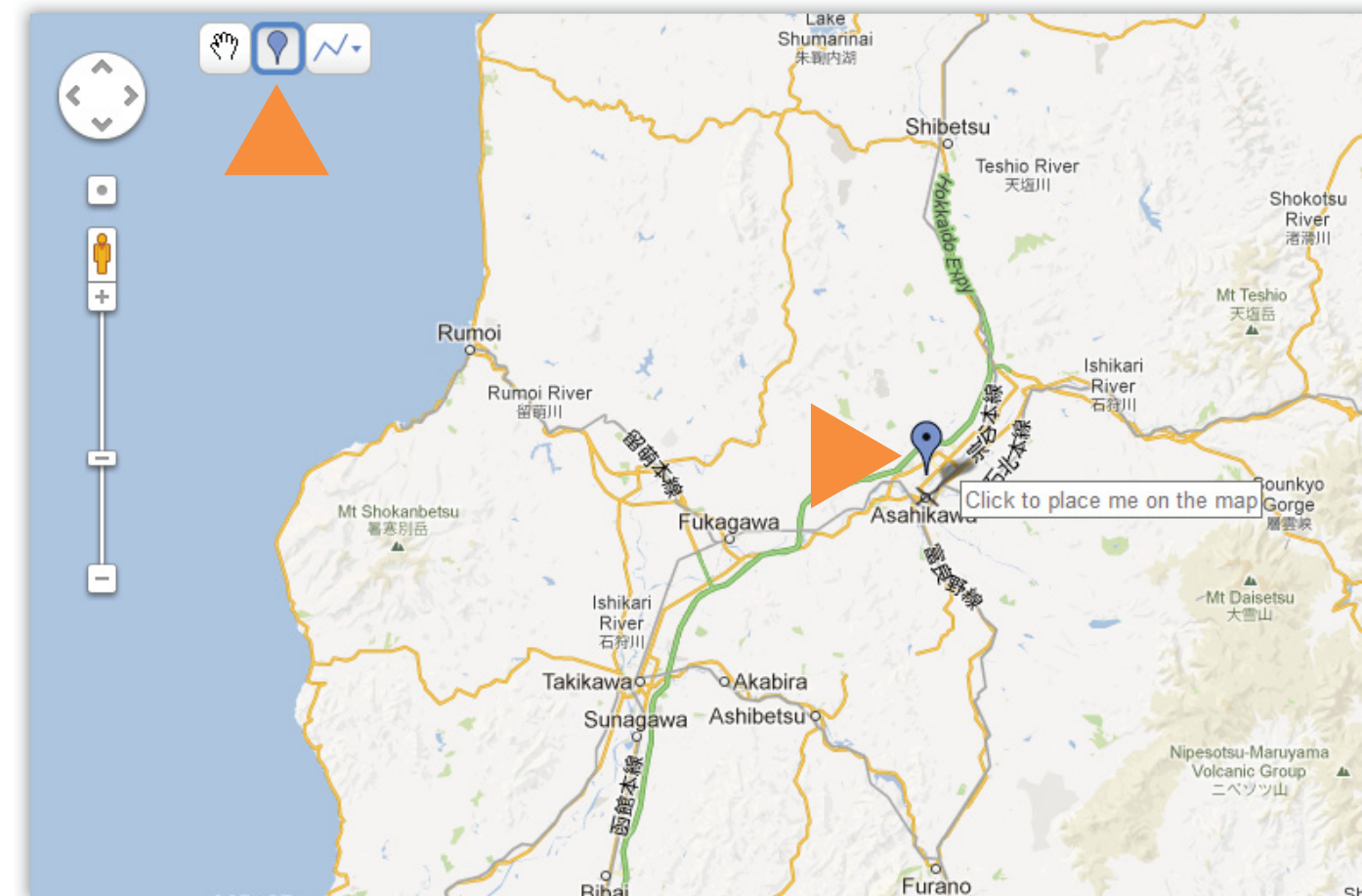
Privacy and sharing settings [Learn more](#)

- ☐ **Public** - Shared with everyone. This map will be published in search results and user profiles.
- ☒ **Unlisted** - Shared only with selected people who have this map's URL.

PLOTTING THE DATA

Step Four

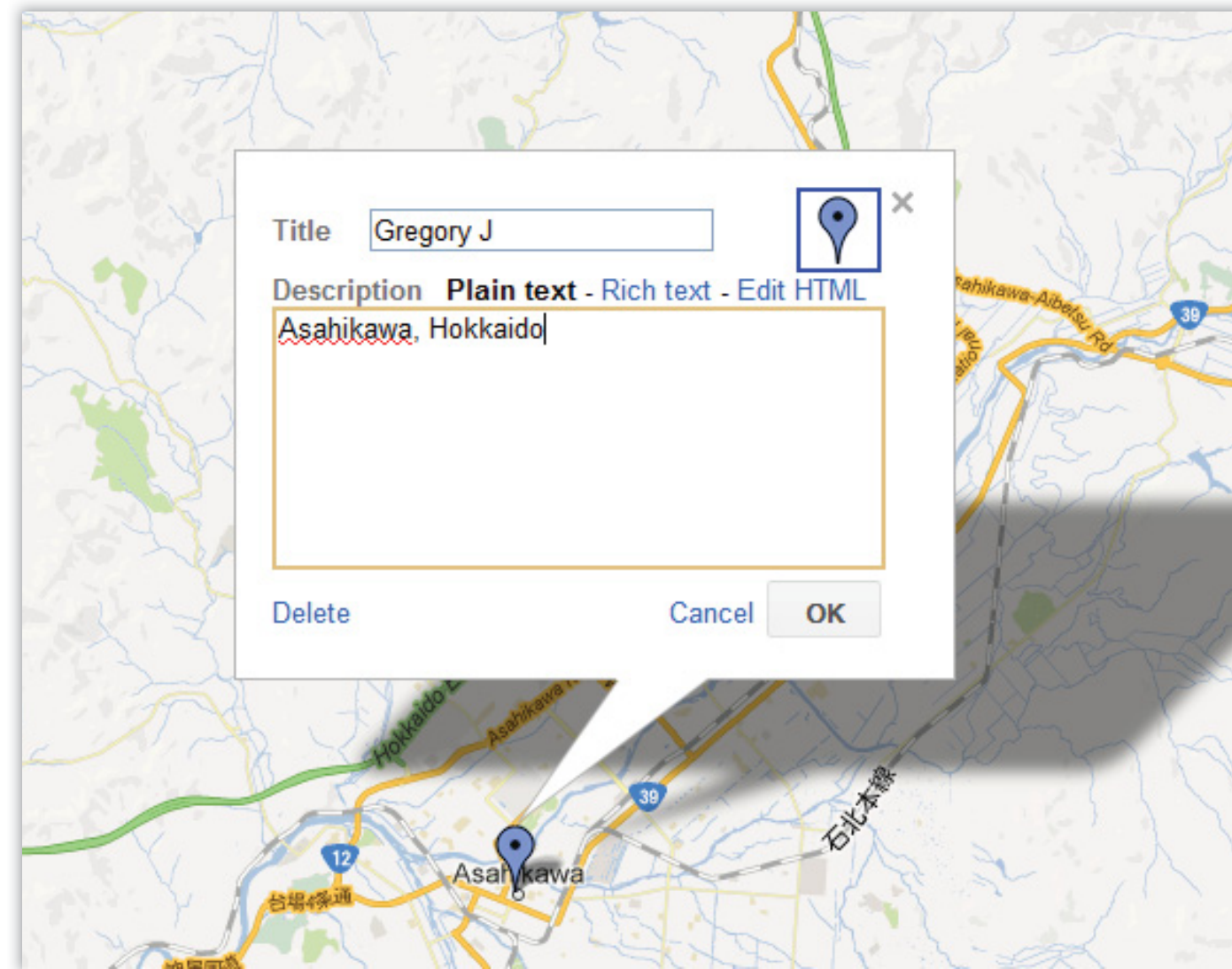
Mark the city with a pin.



PLOTTING THE DATA

Step Five

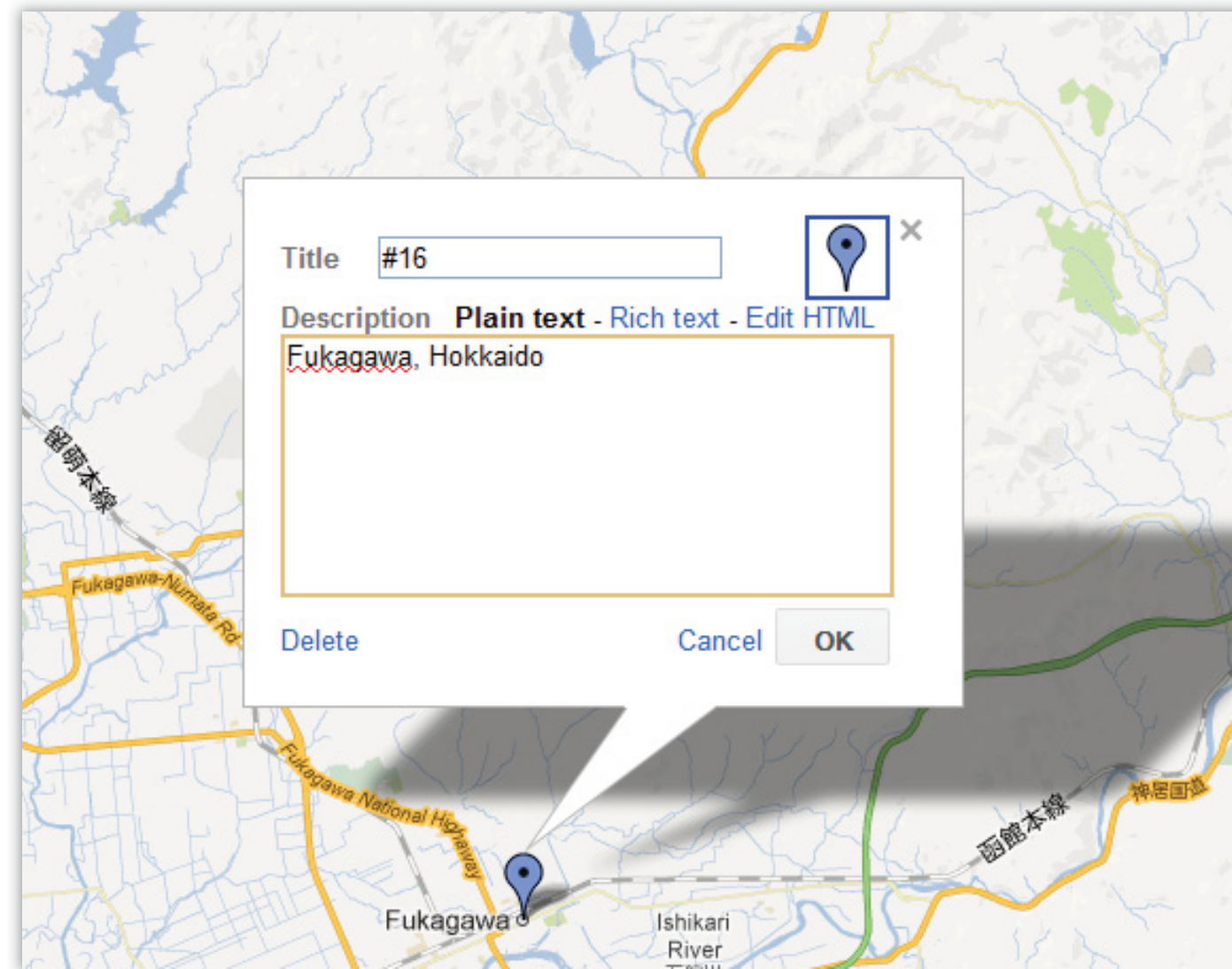
Add first name and initial, note city and prefecture in description box.



PLOTTING THE DATA

Step Six

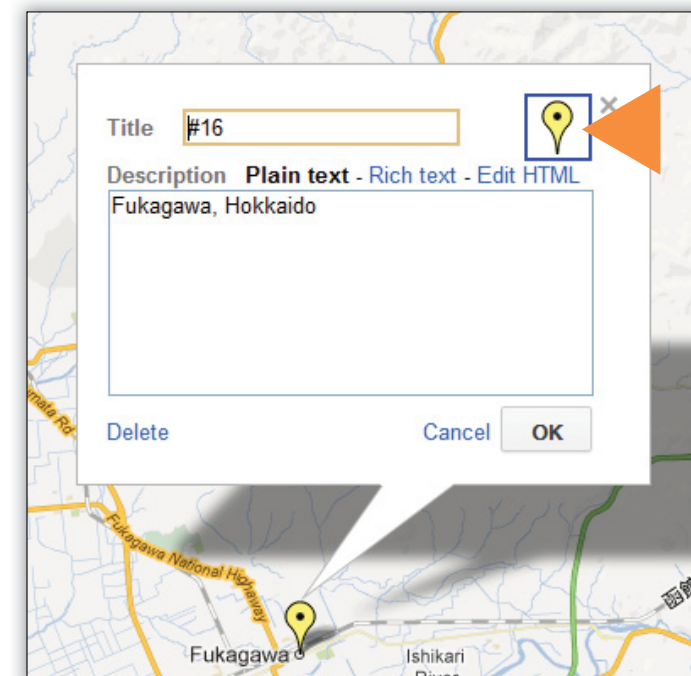
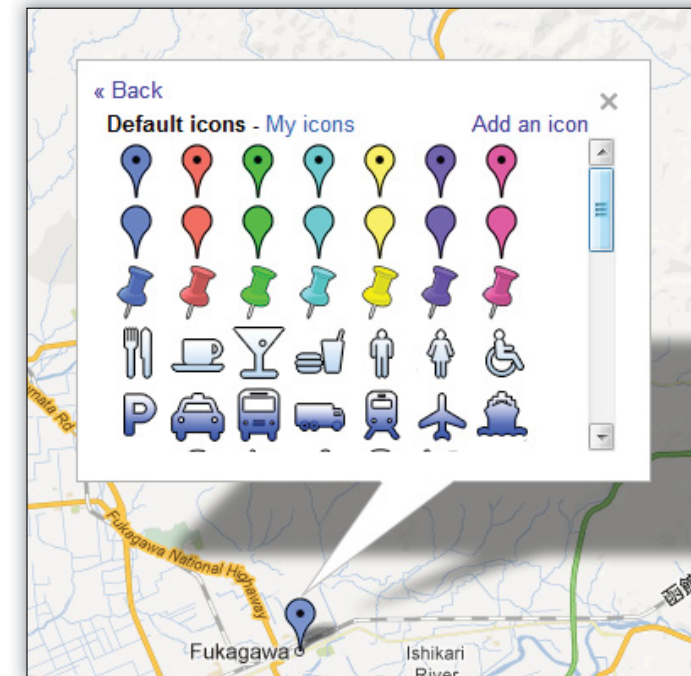
In setting the pin for the new JET, we often don't have a name available. Substitute with corresponding row number in spreadsheet.



PLOTTING THE DATA

Step Seven

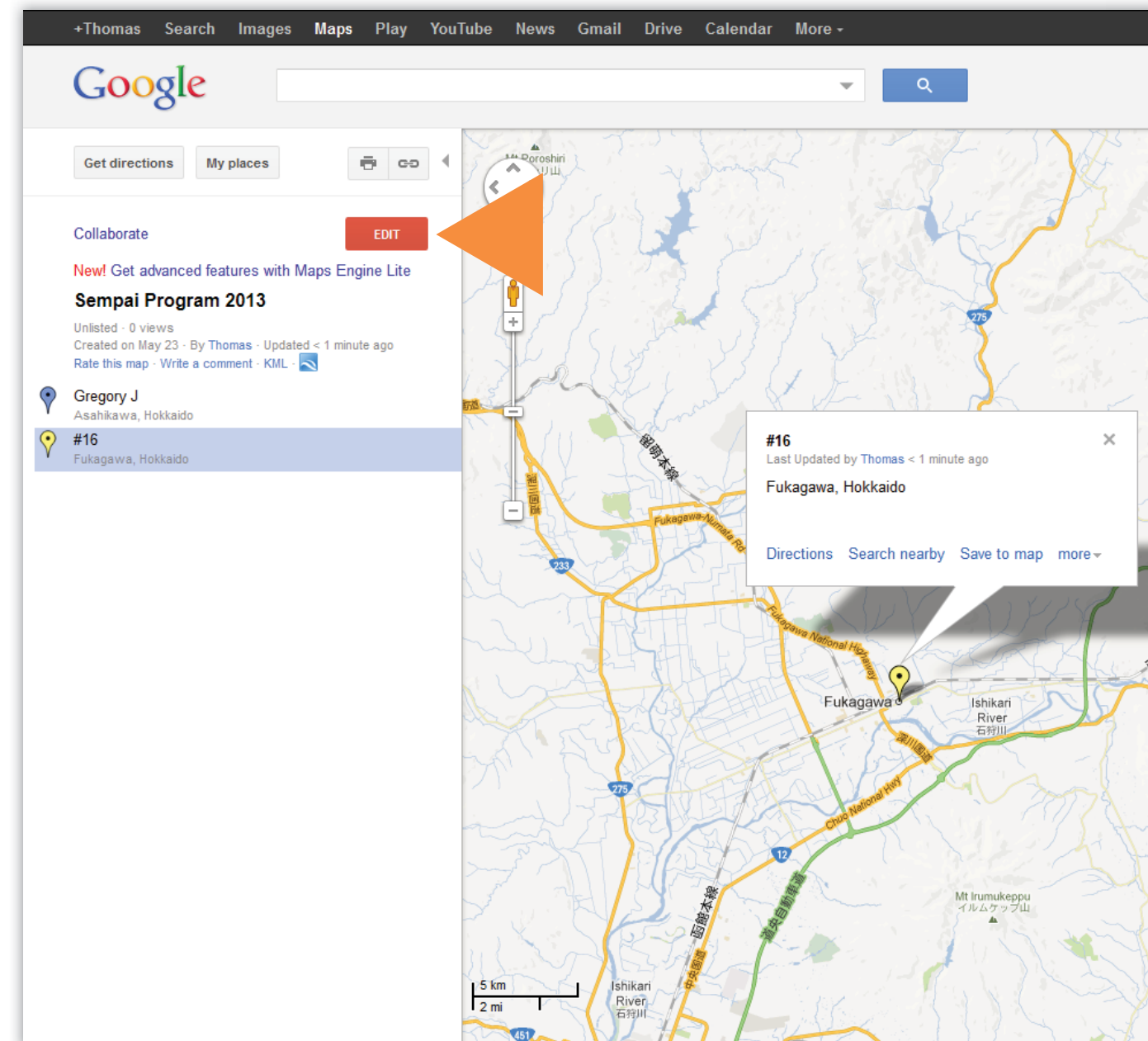
To change appearance of pins,
click on the pin icon.



PLOTTING THE DATA

Step Eight

Click “Done” or “Save” in the left sidebar when plotting is complete. To continue plotting a map, click Edit.

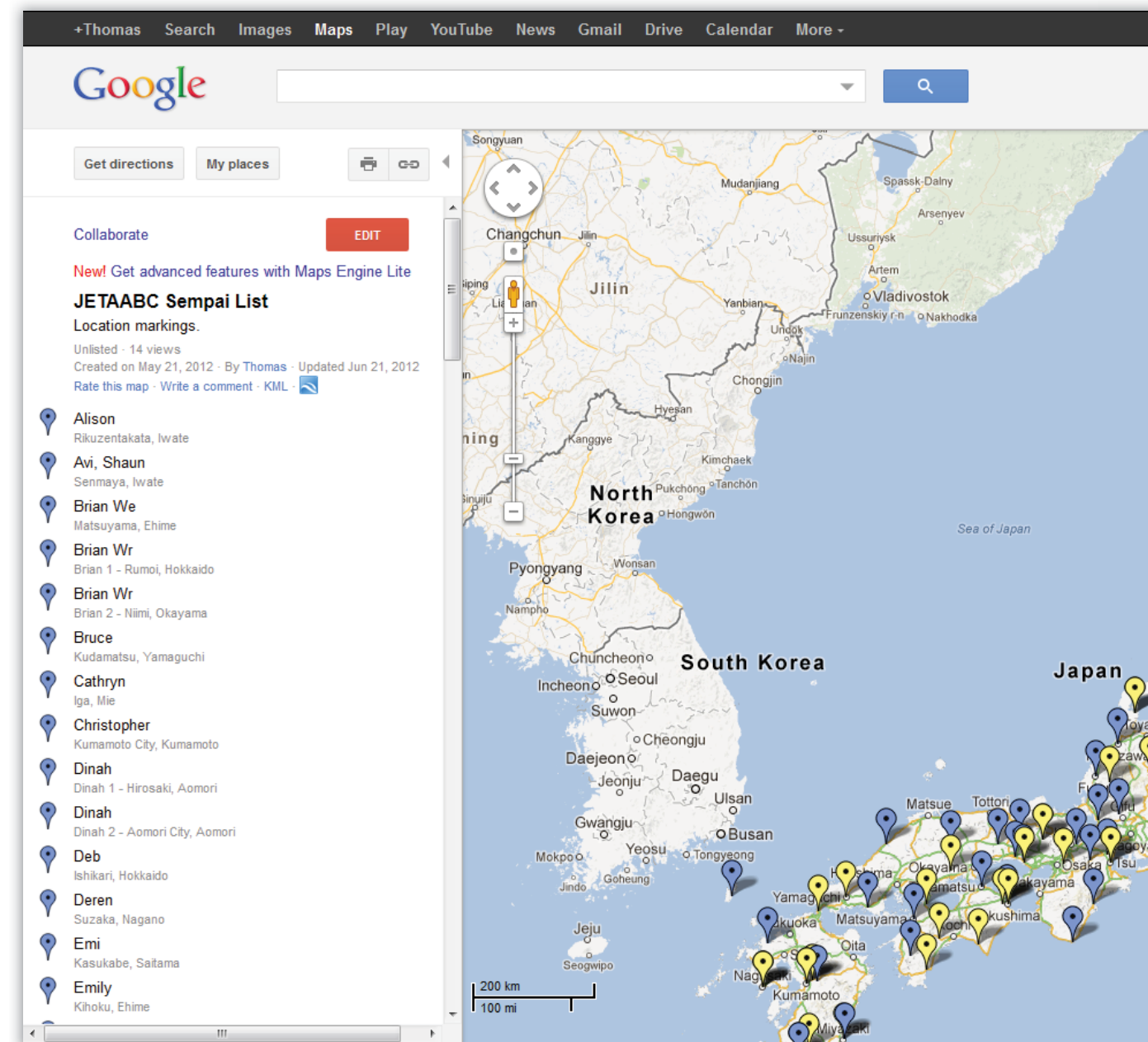


PLOTTING THE DATA

Step Nine

Continue updating as data comes in.

To match, simply zoom in on the new JET's location and find the closest Sempai location.




IMPLEMENTATION

- once a match is found, email Sempai volunteer to confirm participation
- spreadsheet of confirmed emails is sent to JET Coordinator to be forwarded to the new JETs
- due to privacy issues, Sempai Program Coordinator nor Sempai volunteer have access to new JETs' emails. It is up to the new JET to contact their match (if JET Coordinator is willing to change this, it would be helpful)

IMPLEMENTATION

- JET Coordinator also attaches a letter of introduction (to the Sempai Program) when sending new JETs their Sempai contact email
- recommend doing “post-mortem” survey in mid-September with all involved

CONGRATS!


FROM 

Hello, I'm Thomas. I'm one of many JET alumni from the JET Alumni Association of BC and Yukon (JETAABC) who are working hard to help make your pre-departure preparations as easy and stress-free as we can. First of all, congratulations on making it to this stage of the JET Programme! To those who still don't have a placement city locked in yet, I imagine it's pretty nerve-wracking, but hang in there!


This year you have all signed up for a new JETAABC pilot program we're running called the "JETAABC Sempai List". It's pretty simple, really. Here's how it works:

PSST!
WHAT'S A "SEMPAI"?
A "sempai/sempai" (先輩) is a Japanese term that describes a senior member of any organizational relationship. A colleague who has been working at your office longer than you is your sempai, and a 4th Year student is also sempai to a 3rd Year student, etc.


1 So you get the notice from the Consulate telling you where you're being assigned, and you look at that city name and you can barely pronounce it, let alone know where it is.




2 A strange mixture of panic and excitement ensues.



3 Because you signed up for the Sempai List, you've already been matched with a JET alum who lived in your destination city's region before.* Instead of scouring the internet on random forums scraping together bits of info about your new city, you can simply email your Sempai and ask him/her anything about the region. Chances are, your Sempai had the same questions when he/she was in your shoes. Better yet, he/she now also has the answer.



4 In the Sempai List program, you're the boss. Yes, you! The amount of interaction you have with your Sempai is entirely up to you. He/She is volunteering his/her time purely to help make your life easier. How often, where, and when you discuss your questions is entirely up to you two to decide.



*Remember, the JET Programme is a job. Official training will occur at the Pre-Departure Seminar this month, at the Tokyo Orientation, and again at the Prefectural Orientation. Your Sempai can offer you their advice on how things were when they were a JET, but times change, their advice and opinions should only be taken as just that. Very soon, you will be contacted by your direct predecessor, with maybe different and definitely more updated information. The Sempai List program is a supplement to your official training. For better accuracy of information, ask your Sempai about things that aren't dependent on staff/administration changes. Your Sempais may not know who teaches at your school anymore, but they can probably tell you where the doctor is, where you can buy groceries, how to pack for the weather, etc. They can help you figure out the "life" stuff so you can ask the tough questions at the Orientation or to your direct predecessor.

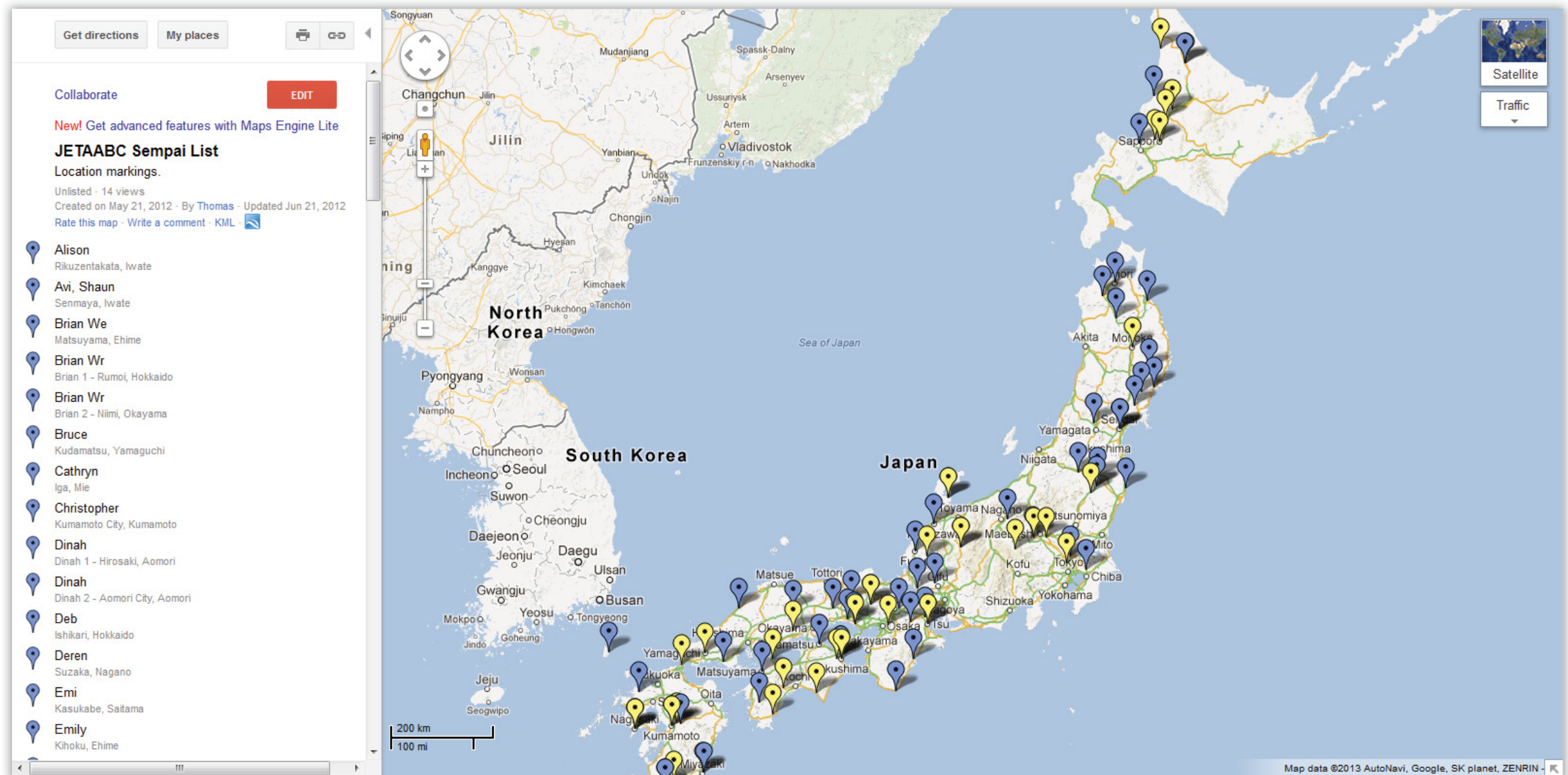
If you have any questions about the JETAABC Sempai List, or if something isn't working out with your Sempai and you'd like to try meeting another one, please let me know at newsletter@jetaabc.ca. We can figure something out. On behalf of JETAABC, congratulations again, and we look forward to meeting you at the Seminar.

*Since the Sempai List is a volunteer program, we try our very best to match you with someone who lived as close to your city as possible. Sometimes we get a direct match, sometimes they might be much farther away.

SO... HOW DID WE DO?

*“In theory, there is no difference
between theory and practice.
But in practice, there is.”*

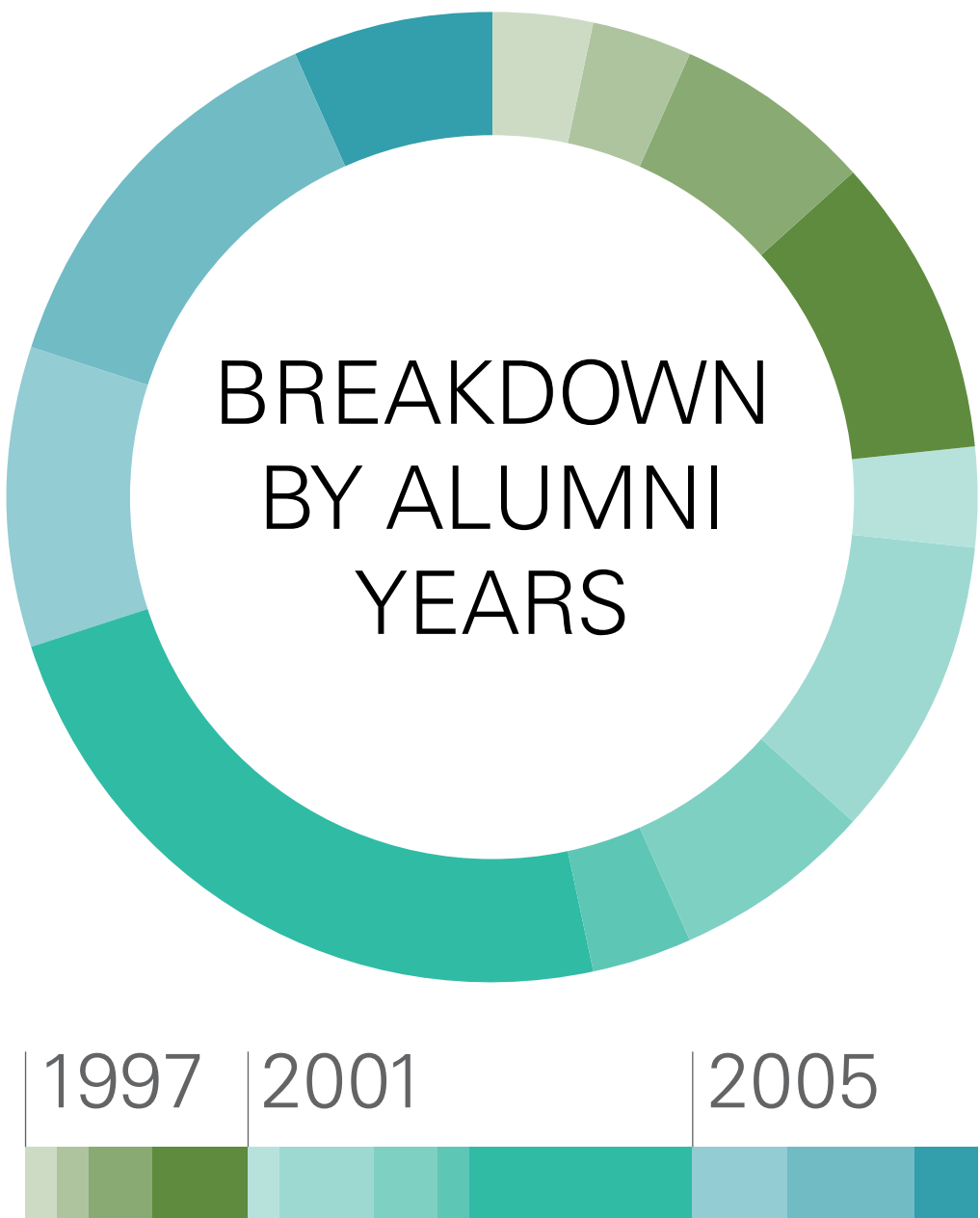
THE "SEMPAI LIST" PILOT PROGRAM, 2012



THE “SEMPAI LIST” PILOT PROGRAM, 2012

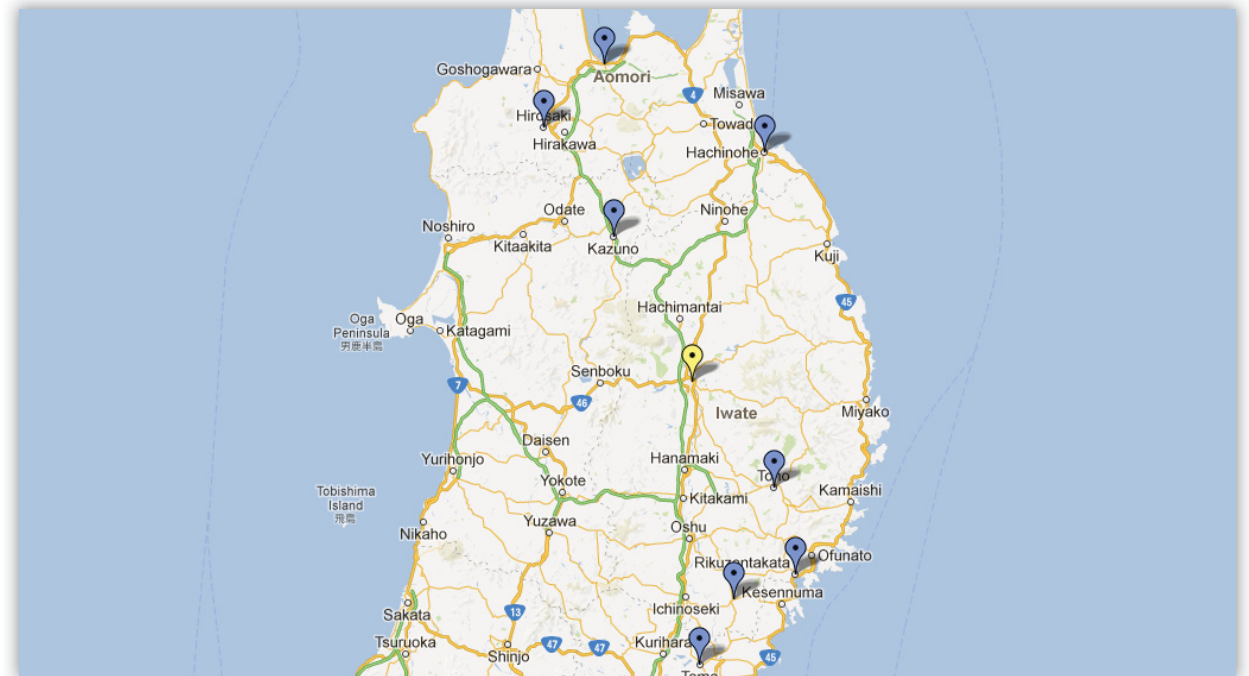


- Metro Vancouver ●
- Vancouver Island ●
- BC Interior ●
- Other ●



DISTRIBUTION ISSUES

- “an embarrassment of riches” sometimes, and at other times, multiple JETs assigned to one Sempai
- “they’re close, but there’s a mountain range in the way...”



DISTRIBUTION SOLUTIONS

- collecting list of locations that need Sempais, and broadcasting it in communications channels creates a new wave of volunteers
- tapping into membership list and approaching members about the region you need representation in
(Not a recommended alternative. Try to use the closest available Sempai.)

THINGS THAT HELP

Timeliness: The sooner we get the list from the Consulate JET Coordinator, the more effective and relevant we can be

Using Google Forms: In pilot project, we did data collection through one-on-one email. Major regrets.

PROBLEMS

Participation: Not all signed-up JETs end up contacting their Sempais, and vice versa.

Overzealousness: Overexcited Sempais who are raring to teach *everything*. Huge disappointment when they don't receive a match.

New JETs' Expectations: Some new JETs believe we can offer Contracting Organization-levels of official info.

Q&A

THANK YOU!

