



**IS8100: Field Placement and Seminar Course
CONFIDENTIALITY AGREEMENT**

This confidentiality agreement pertains to the 150-hour field placement in partial fulfillment of the requirements for a Master of Arts degree in Immigration and Settlement Studies.

I understand and agree that I will not use, directly or indirectly, any information obtained in the course of the study, which is not publicly available, for personal gain.

I will take extreme care of the documents provided by the host organization. None will be taken from the premises without explicit permission from a responsible person.

I will securely dispose notes and drafts, whether handwritten or typed, that may be considered confidential.

I will not save placement-related documents with identifying information as computer files on personal devices or on computers at the University.

I understand that all course-required reports will only be shared with the faculty involved in advising and evaluating the work, and with host organizations upon request.

I understand that my obligation to maintain confidentiality remains even after my field placement ends.

I understand and agree that if the conditions of this agreement are not met, or are broken at any stage of the field placement, the field placement will be terminated immediately upon discovery of the breach of the agreement.

Name and Signature of Student Date

Name and Signature of Placement Supervisor Date

Name of Placement Organization

If you have any questions or concerns, please contact Farishta Dinshaw, Field Placement Coordinator at f2dinsha@torontomu.ca or MA program in Immigration and Settlement Studies, Yeates School of Graduate Studies, Toronto Metropolitan University, 350 Victoria Street, Toronto, Ontario M5B 2K3.