

MA program in
Immigration and
Settlement Studies
Toronto Metropolitan
University
350 Victoria Street
Toronto ON M5B 2K3

Re: Placement Opportunities for Masters in Immigration and Settlement students

Thank you for your interest regarding your potential participation as a placement organization in our Masters of Arts in Immigration and Settlement Studies program. We are enthusiastic about this two-way learning experience. By participating in this placement, Toronto Metropolitan University students will gain important professional development experience from highly regarded organizations such as yours. In turn, your organization will have access to highly skilled and competitive students from Canada's first graduate program to focus on the study of immigration experiences, policy and services.

This letter will give you an overview of our MA program and the placement course, as well as clearly outline the relationship we hope to foster with placement organizations.

Since September 2004, Toronto Metropolitan University has offered Canada's first graduate program devoted to the advanced study of immigration policy, services and experience. Catering to both research- and professionally-oriented students, the program uses an innovative approach to immigration from multi-disciplinary perspectives. Four core courses offer students knowledge of the key historical, theoretical, methodological, policy and program literature in the field. Students are also expected to complete a major research or demonstration project paper, as well as a placement course.

The placement course affords students the opportunity to continue their learning in applied settings, such as immigrant-serving agencies, consulting services, schools and government departments. The placement is accompanied by classroom seminars, as well as a reflection paper and final colloquium with other students to discuss their experiences. The course requires **150 hours** to be completed at the host organization in an unpaid or paid placement. While some students will choose to complete four full-time weeks at your organization, other students will arrange for their placement to take place on a more flexible schedule as negotiated with you. The placements should be **completed by end July**.

In order to participate in the MA placement course, we are seeking organizations that meet a majority of the following criteria:

Ability to consider student as part of the staff team. Students will treat their placement experience the same as any other employment opportunity, and thus would ideally be involved in any staff meetings, planning and debrief sessions related to their work during the placement period. Additionally, the student should be introduced to other staff members and assigned duties and responsibilities like any other staff member.

Students should be considered as qualified staff people seeking a professional development experience. As such, we anticipate they will be assigned challenging and meaningful experiences that take advantage of their knowledge expertise. They will be expected to conduct themselves in an appropriate, professional capacity.

Openness to student study of the organization. As students will be preparing a report on their placement experience, they should ideally be given access to any publicly available documents and materials at the organization, including founding and historical information. As we recognize the importance of confidentiality for many organizations that offer front-line services, we also require students to complete a confidentiality agreement that will be shared with your organization.

Willing to provide a supervisor or direct mentor to the student. Ideally, the supervisor will be available for the following tasks:

- Jointly with the student, the supervisor will initially develop a realistic work plan for the 150 hours of placement.
- Provide or arrange whatever training is necessary for the student.
- Offer overview of norms of office culture with the student, including scheduling, dress code, office administration, etc.
- Offer ongoing support and instruction.

The supervisor will not be required to evaluate the students' performance or submit a formal post-placement report.

Offer a workspace for the student to complete their assigned duties. Part of the intention behind the placement is to offer a hands-on, immersion experience within an organization. For this reason, we ask that students complete as much of their assigned duties on site as possible.

You will also have the opportunity to review resumes and interview prospective students to determine their suitability for your organization.

If this opportunity interests you or you have any questions, please contact me at f2dinsha@torontomu.ca.

Sincerely,

Farishta Dinshaw
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