

POLICY 169 - APPENDIX B
ONE-WAY LETTER OF CONFIRMATION

Background:

As per [Senate Policy 169 - Experiential Learning](#), the nature and formality of documentation required for an experiential learning (EL) opportunity must be proportionate to the risks associated with the EL activity. Where the EL opportunity will involve interactions with children, patients or other vulnerable populations, a formal agreement, prepared in conjunction with Toronto Metropolitan's General Counsel and Board Secretariat (GCBS) office, must be completed. At a very minimum a one-way letter (see attached) should be used. Please refer to the procedures section of the policy for more details.

Purpose:

Of important note, the attached one-way letter of confirmation is not a replacement for the completion of a formal practicum agreement. Rather, this letter may be used in low-risk, pre-approved circumstances as a temporary measure for informing an external partner of their responsibilities in offering an EL opportunity for Toronto Metropolitan students. This letter is typically used when a new practicum agreement is currently in negotiations between Toronto Metropolitan's legal counsel and an EL provider and is not finalized in time for a student to start their EL activities. For use in any other situation, please consult GCBS.

Instructions:

Toronto Metropolitan staff and faculty intending to use the attached one-way letter of confirmation, shall undertake the following steps prior to use of the letter:

- Consult with GCBS via practicum@torontomu.ca to confirm that the letter is appropriate to use with the EL provider offering the EL opportunity. For international EL opportunities, please consult TMU's Global Learning at global.learning@torontomu.ca.
- Once confirmed, copy and paste the content of the letter (pages 2 -3 below) onto departmental letterhead. Do not include the written contents of this page.
- Update the letter with the information specific to the EL opportunity (refer to highlighted sections). Any changes to the wording of this letter outside of the highlighted sections will require GCBS approval.
- Share the letter, electronically, with the EL provider.
- Keep record of the letter and any supporting follow-up documentation in program/school departmental files, and provide a copy to the Office of General Counsel and Board Secretariat Office (GCBS) at practicum@torontomu.ca.

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[Date]

**Re: [Insert: Placement] Experiential Learning Opportunity
[Faculty], Toronto Metropolitan University**

Dear [insert: name of supervisor at placement]:

Thank you for creating an experiential learning opportunity for Toronto Metropolitan University (“Toronto Metropolitan”) students. Experiential learning is a hallmark of Toronto Metropolitan’s model of education that aims to ensure students receive meaningful, relevant, and safe experiences that provide a nexus to their career and academic goals. We are delighted that you will be contributing to the vibrant and longstanding learning tradition at Toronto Metropolitan!

I would like to take this opportunity to confirm the following information with respect to the experiential learning opportunity you are providing to [full name of student] (the “Student”):

Company Name	
Company Address	
Primary Supervisor Name	
Job Title	
Outline of Role	
Training required	
Opportunity Term <i>Start and end dates</i>	
Hours/week <i>If applicable</i>	
Remote/In-Person/Hybrid <i>Please specify if the EL activities will take place remotely, in-person or in a hybrid method</i>	

Toronto Metropolitan also expects that in providing this experiential learning opportunity to the Student, you will adhere to any legal obligations or professional standards that may apply to the training, teaching, and learning situations provided to the Student during the course of the experiential learning opportunity. Without limitation, these include:

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- Retaining responsibility for the work performed by the Student under supervision during the course of the experiential learning opportunity, including responsibility for the care, health, and safety, of any third parties that the student may be working with;
- Taking appropriate steps to ensure that the legal requirements of all relevant professional standards are complied with;
- Providing the Student with an orientation to the workplace, including orientation of:
 - the physical facilities where the Student will be performing supervised work;
 - [Name of Placement]'s mission, rules, policies and procedures, including, without limitation, those pertaining to privacy and confidentiality, health and safety, and discrimination and workplace violence and harassment;
- Reporting any workplace injuries that occur during the course of the Student's experiential learning opportunity to the Workplace Safety and Insurance Board and, further, the Toronto Metropolitan contact provided to you below;
- Maintaining the necessary liability insurance to protect you and the Student from any claims for damages for personal injury including death, and from claims for property damage caused by the negligence or wrong doing of [name of placement], its servants, agents, or employees related to or arising out of programmes or other matters that arise during the course of the experiential learning opportunity; and
- Adhering to any and all applicable municipal, provincial, and federal legislation, regulations, and guidelines.

[Name, Title] will serve as your contact from Toronto Metropolitan. Should any issues or concerns arise during the course of the Student's experiential learning opportunity, please contact [name] at [contact information]. If requested, we ask that you allow [name] or a person [he/she/they] designate to attend the premises where the Student will be working for a site visit.

If you are in disagreement with any of the above, or have any questions please contact [Name, Title] prior to the expected start date of the experiential learning opportunity. Otherwise, it will be our understanding that your organization agrees to and confirms all that is set out in this letter.

Thank you once again for creating an experiential learning opportunity for Toronto Metropolitan students.

Sincerely,

[Name]
[Title/position]