

CALL FOR PROPOSALS

Online Course Development Positions
Immigration and Citizenship Law

Posting Date: June 24, 2019

Closing Date: July 31, 2019

Introduction:

Subject to University approvals, Queen's Law will be the sole accredited English-language provider of a new graduate program to train prospective immigration consultants. The new program – the [Graduate Diploma in Immigration and Citizenship Law](#) – will launch in January 2021. Delivered primarily online and including an optional blended format (online/onsite), the program will be aimed at training students to write the Immigration Consultants of Canada Regulatory Council (ICCRC) Regulated Canadian Immigration Consultant Entry-to-Practice Exam. Upon successful completion of this exam, graduates may apply to become a member of the ICCRC and, subject to successfully completing the registration process and being admitted to the Council, will be permitted to offer Canadian immigration and/or citizenship advice and/or representation for a fee.

We are currently seeking proposals for the development of one or more of the following eight graduate-level online courses for the Graduate Diploma in Immigration and Citizenship Law: **Temporary Entry; Economic Immigration; Family Class Immigration; Refugee Protection and Trauma-Informed Client Service; Enforcement, Detention and Inadmissibility; Citizenship; Ethics and Professional Responsibility** (6 week courses); and **Immigration Practice Management** (12 week course).

Elements of Proposal:

Proposals must include, as a minimum, the following components:

1. Statement of interest that clearly identifies the course for which the proposal applies
2. Course description and course-level learning outcomes
3. Topics to be covered in the course
4. Examples of types of learning activities that will be developed
5. Explanation of how course materials will be developed to ensure accuracy and an appropriate level of rigour
6. Brief descriptions of types of assessments (tests etc) to be incorporated
7. Summary of project schedule for how the content will be developed within the course development timeline (i.e. September 2019 to April 2020)
8. Names and CVs for key personnel who will be involved in developing the content
9. Names and contact details for two referees who may be contacted

Proposal Evaluation Criteria

A. Proponents:

Proponents must demonstrate that they have expertise in the subject area and knowledge of effective

course design. This will include, at a minimum:

- A JD from a Canadian Law School or a graduate degree in a cognate discipline;
- A member in good standing of the Immigration Consultants of Canada Regulatory Council or a provincial or territorial law society;
- A minimum of ten years relevant practice experience;
- Experience in workshop or course design;
- Experience with online learning is an asset.

B. Project Schedule and Content:

Project Schedule demonstrates a reasonable approach to sequencing and duration for major activities (September 2019 – April 2020);

Demonstrates knowledge of pedagogically sound approaches to course design and development;

Proposed learning activities and assessments reflect sound educational principles for adult learners and evidence-based practices;

Content Development:

All courses will be developed with the support of a Queen's Faculty of Law course development team that includes the Academic Director, Graduate Diploma in Immigration and Citizenship Law, educational developers, instructional designers, multimedia specialists, and learning management system specialists.

Course materials will be developed for, and all intellectual property will belong to, Queen's University, Faculty of Law.

Budget:

The budget for course development is \$10,000 (per 6 week course) and \$15,000 (per 12 week course).

Submission of Proposals:

The deadline to submit proposals is 4:30 PM (ET) on July 31, 2019. Proposals may be received after the deadline, at the sole discretion of the Faculty of Law, Queen's University.

Interested persons are encouraged to send all elements of the proposal in confidence, electronically as a PDF, addressed to Sharry Aiken, Associate Professor and Academic Director, Graduate Diploma in Immigration and Citizenship Law at hr.law@queensu.ca

You may address any questions to:

Miranda Gavidia, Human Resources and Staffing Officer
Queen's University, Faculty of Law
Telephone: 613-533-6000 ext. 74256
Email: hr.law@queensu.ca

The University invites proposal submissions from all qualified service providers. Queen's is committed to equity and diversity and welcomes submissions from women, visible minorities, Aboriginal peoples, persons with disabilities, and LGBTQ persons. All qualified bidders are encouraged to submit proposals.