



Procedures for Approval of Guest Speakers

1. Students, clubs, faculty and all university organizations may obtain the Guest Speaker Request Form from the office of student services or on the Logan website.
2. The completed Guest Speaker Request Form is submitted to the office of student services 30 days in advance of the requested date. A Curriculum Vitae, a completed Presentation Outline Form and a Signed Acknowledgment Form must accompany the request.
3. The dean of student services and the vice president of chiropractic affairs will review the request and make the final approval. Special events may require additional approval by the vice president of academic affairs and the president.
4. All required information must be completed in full and submitted prior to review.
5. The faculty advisor for a Logan club must agree to attend the approved presentation and is responsible for monitoring the presentation.

Presentation Outline

Speaker's Name: _____

Please include credentials (attach curriculum vitae)

About the Speaker: (approximately 150 words to be used as your introduction)

Title of Presentation: _____

Topic of Description (Abstract):

Length of Presentation: _____

Presentation Objectives (Outline):

Is any individual or organization sponsoring your presentation or transportation to Logan University?

Who will attend with you?

Reference Materials (what materials are being handed out?):

Special Requests: _____

Audio/Visual Needs: _____

Guest Speaker Request Form

Today's Date: _____ Student/Organization Contact: _____

Name of Speaker: _____

Request Date: _____ Hour Requested: _____

Location Requested: _____

Please complete this form at least 30 days in advance

A Curriculum Vitae, completed presentation outline form, and signed acknowledgement form must accompany this request.

Approval and Recommendation of Faculty Sponsor:

I: _____ (print name), as faculty advisor to the _____ (Club/Organization) have completely reviewed the presentation outline and curriculum vitae of the requested guest speaker and offer my approval and recommendation to the dean of student services. I also understand it is my responsibility as faculty sponsor to attend the presentation of the guest speaker during the aforementioned time.

Signature of Faculty Sponsor

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This form will be submitted by the office of student services for approval to the members of the guest speaker committee listed below:

Dean of Student Services

Approve? _____

Comment: _____

Final Approval

Dean of the College of Chiropractic

Approve? _____

Comment: _____

Guest Speaker Acknowledgment

It is the expectation that the approved guest lecturer will comply and agree with the mission statement of Logan University:

A Doctor of Chiropractic, as a member of the healing arts, is a physician concerned with the health needs of the public. Particular attention is given to the relationship of the structural and neurological aspects of the body in health and disease. Chiropractic education stresses basic and clinical sciences as well as related health subjects.

The purpose of the professional education is to prepare the Doctor of Chiropractic as a primary health care provider. As a portal of entry to the health delivery system, the chiropractic physician must be well trained to diagnose, including, but not limited to, spinal analysis; to care for the human body in health and disease and to consult with, or refer to other health care providers.

Logan University endeavors to provide an educational environment which promotes both excellence in the practice of chiropractic in its present state, and further progression the art of chiropractic as a separate and distinct healing approach. Logan University emphasizes preventative management and maintenance of good health. The institution recognizes the body has a self-healing ability for the restoration of health. It is recognized in chiropractic no part of the body is an isolated entity, therefore, the whole body must be treated from an approach in which structural integrity, nutrition, rest and exercise are emphasized.

One of the main objectives of Logan University is specifically to provide the highest possible quality education, leading to a Doctor of Chiropractic degree. The recipient of this degree is a primary health care provider and serves as a portal entry to the health care delivery system.

I understand the mission statement and objective of Logan University, and I agree my presentation will in no way compromise the mission statement and objectives of Logan University.

Signature of Guest Lecturer

Date

Guest Speaker Acknowledgement

I understand I must agree not to use the presentation time for the purpose of overtly selling or promoting techniques, products, equipment, additional classes, nutritional supplements, etc., for my own personal gain

Signature of Guest Lecturer

Date