

PROCEDURES FOR APPROVAL OF GUEST SPEAKERS

1. Students/Clubs/Faculty and all college organizations may obtain the Guest Speaker Request Form from Student Services (Room-Student Center).
2. The completed Guest Speaker Request Form is submitted to Student Services (Room – Student Center) 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 Director of Student Services and the Dean of Chiropractic Affairs will review the request and make 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.

**LOGAN COLLEGE OF CHIROPRACTIC
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 DESCRIPTION (Abstract):

LENGTH OF PRESENTATION: _____

PRESENTATION OBJECTIVES (Outline):

**IS ANY INDIVIDUAL OR ORGANIZATION SPONSORING YOUR PRESENTATION
OR TRANSPORTATION TO COME TO LOGAN?**

WHO WILL ATTEND WITH YOU?

REFERENCE MATERIALS:

(What materials are being handed out?)

SPECIAL REQUESTS: _____

AUDIO/VISUAL NEEDS: _____

**LOGAN COLLEGE OF CHIROPRACTIC
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 ACKNOWLEDGMENT 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 Director of Student Services. I also understand that 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 STUDENT SERVICES FOR APPROVAL TO THE MEMBERS OF THE GUEST SPEAKER COMMITTEE LISTED BELOW:

Director of Student Services Approve? _____

Comment: _____

FINAL APPROVAL

VP of Chiropractic Affairs & Post Graduate Approve? _____

Comment: _____

GUEST SPEAKER ACKNOWLEDGMENT

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

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 College 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 College of Chiropractic emphasizes preventative management and maintenance of good health. The institution recognizes that the body has a self-healing ability for the restoration of health. It is recognized in chiropractic that 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 College 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 College of Chiropractic, and I agree that my presentation will in no way compromise the mission statement and objectives of Logan College of Chiropractic.

Signature of Guest Lecturer

Date

GUEST SPEAKER ACKNOWLEDGMENT

I understand that 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