

Atlantic Cape Community College

Guest Lectures / Panel Discussions Approval Form

Please complete this request at least two weeks prior to the scheduled visit of a guest speaker/panel discussion and submit it to your direct supervisor for his or her consideration.

Please note: you are limited to having a total of three (3) guest speakers/panel discussions per course section, per semester. A separate form should be filled out for each proposed guest speaker/panel discussion. As you plan guest speakers/panel members, please do so with a mindfulness toward representing intellectual diversity and balance in your classroom.

Name of professor making the request:

Name of guest speaker/panel members:

Course Name:

Date of class visit:

Classroom location:

Topic of speech/panel discussion:

Please explain how this presentation enhances the course curriculum.

Please explain how the guest speaker/each panel member may be considered a “subject matter expert” on this topic? (Please list the credentials of the guest speaker/panel members and/or attach a brief resume or bio for each guest speaker/panel member to this form.)

Department Chair/Director/Dean Signature_____

Date _____