



**Policy for
Alumni Guest Speakers for Courses
at
Michigan College of Optometry**

The faculty of the Michigan College of Optometry recognize that outside speakers, especially those that are graduates of MCO, can provide valuable viewpoints on a variety of topics to current students. Often, those topics can include issues that are relevant to the current curriculum and, therefore, it would be beneficial to invite those speakers to guest lecture in a course. This could also be of benefit to the alumnus or alumna, as it would develop speaking skills and be an important component of his or her professional development.

Therefore, the faculty of MCO have created this policy on alumni who wish to offer presentations within courses in the current curriculum of MCO. This will provide clear guidelines for potential speakers and for faculty who would like to present a lecture within a current course.

Proposal Process

There is a Faculty Review Board, appointed by the Dean, to review proposals for course lectures submitted by alumni of MCO. Proposals should be sent to the Dean and should contain the following:

Abstract A summary of the proposed lecture that is less than 250 words in length. The abstract should include the topic that will be covered, where in the [NBEO outline](#) the topic is of relevance (or, if the topic is not relevant to anything in the NBEO Part I or Part II outline, why it will be of significant value to the future optometrist), and how many hours of lecture are proposed.

Outline The lecture outline should allow the learner to determine what, in detail, will be covered in the lecture and in what order the topics will be presented. As a general guideline, there should be one page for each hour of lecture presented.

Co-Presenters A list of any proposed co-presenters should be provided.

Résumé A summary of the education and professional activities of the proposer should be provided. If the alumnus or alumna is involved in academia, a curriculum vitae will be expected. If co-presenters have been proposed, those individuals should also provide their résumés or curricula vitae.

Any proposals should also be accompanied by a statement that discloses any possible or perceived conflicts of interest or financial interests that would be relevant to the topic covered by the lecture.

Review Process

Once a proposal has been received by the Dean, she or he will submit the proposal to the Faculty Review Board (FRB) for review. The Faculty review board shall use the documents in the proposal to determine:

- If the proposed lecture is appropriate to the curriculum; and,
- Which course or courses would best be served by the proposed lecture.

The FRB would then inform the instructor or instructors of record of the course or courses of the proposal. The instructor of record would determine if the proposed lecture would be of value in his or her course. The instructor would inform the FRB of that determination and the FRB would then let the Dean know of their decision. The review process should never take more than 60 days from the time of the submission of the proposal.

Potential lecturers should understand that submission of a proposal does not guarantee that a proposal will be accepted by the FRB or the instructor of record. Accepted proposals should be developed for the next academic term in which the relevant course will be offered. However, if the proposal is accepted in the last two weeks of the academic term preceding the term in which the course is offered, that lecture will be deferred until the following academic year. For example, if a lecture proposal for a course offered during the summer term was accepted on May 1, 2013, that lecture would not be given until the summer term of the 2014-15 academic year.

Lecture Development Process

Once a lecture proposal has been approved, it is up to the guest lecturer to create appropriate supportive materials for that lecture. These supportive materials could include: a PowerPoint or Keynote presentation, handouts, background reading assignments, etc. If the guest lecturer would like support in the development of that material, she or he should contact the Dean and the instructor of record for the course.

The instructor of record will determine, in communication with the guest lecturer, the date on which the lecture will be given. Any supporting materials should be completed and delivered to the instructor of record for the course no later than 30 days before the schedule date of the lecture. The lecturer can require that the supporting materials be edited to better suit the course.

Once the lecture has been delivered, the students and the instructor of record for the course will be asked to fill out an evaluation form. The feedback from these forms will be delivered to the guest lecturer no more than 30 days after the date of the lecture.