



# COURSE SUMMARY SHEET- GUEST PRESENTERS

TRAINING AND SUPPORT GROUP  
CHICAGO POLICE DEPARTMENT

Dear Presenter,

Your time and expertise are invaluable assets to the mission of the Chicago Police Department, and we appreciate your willingness to share them with us.

In order to adequately document training, we require you to complete this form and submit it, along with copies of your current instructional materials (lesson plans, Power Point Presentations, videos, hardcopy/electronic handouts, etc.) at least one week before your scheduled presentation. Electronic versions are welcome, and can be emailed to [IDQC@chicagopolice.org](mailto:IDQC@chicagopolice.org). By submitting this form you agree to adhere by the code of conduct and ethics established by the Chicago Police Department.

Thank you.

Date of Submission:\_\_\_\_\_

1. Course Title:\_\_\_\_\_

Length of Instruction:\_\_\_\_\_ Instructional Hours (50 minute periods)

2. Media required (**Check all that apply**):

☐ Handouts (Please provide an original)

Do you want us to reproduce them? ☐ Yes ☐ No

☐ Computer/Projector for Power Point/Videos

☐ Blackboard and chalk

☐ Flip chart and stand

☐ White board and erasable markers

☐ Other (Please describe): \_\_\_\_\_

3. Knowledge, skills and abilities students will assimilate, and/or job functions they will be able to perform upon completion of your class:

4. List of topics presented:

5. Your title, name, agency : \_\_\_\_\_

Phone Number:\_\_\_\_\_ E-mail address:\_\_\_\_\_

IDQC Approval Signature: \_\_\_\_\_