INSTRUCTOR: Sarah Scott  
CONTACT: Email: sarah.scott@tamucc.edu  Office: (361) 825-2733  
OFFICE HOURS: Mon/Wed 12:00-2:00, Tues 6:00-7:00 and by appointment in BH 305

EMAIL POLICY: The best way to contact me is by email. On weekdays (M-F) I will make every effort to respond to all email inquiries promptly. If you do not receive a response within 24 hours (M-F) or 48 hours (weekends), feel free to send a follow-up email. **When emailing, please use your Islander email account, include your name, and what course you are in.** I will not respond to emails sent from personal email accounts.

COURSE DESCRIPTION: This course is designed to help the pre- and in-service professional public manager conceptualize the program evaluation effort as a meaningful and understandable set of tasks. The course will examine various means of evaluating programs and enable students to develop program evaluation skills, so that they become better contributors and consumers of evaluation and research reports.

STUDENT LEARNING OUTCOMES: By the end of the semester students should be able to:

1) Demonstrate the ability to identify manageable research topics within the fields of public policy and management.
2) Develop the skills necessary to evaluate the appropriateness of policy and management options related to the public sectors and communicate results accurately, reliably and with structured coherent arguments.
3) Develop the skills necessary to conduct quality program evaluations.
4) Demonstrate the ability to apply professional standards of writing and research.

REQUIRED READING:


Additional handouts and readings assigned by the instructor.

ATTENDANCE/PARTICIPATION POLICY: Attendance will be taken regularly. Regular attendance is necessary if you want to do well in the course. Exams will cover material presented during the lectures that may not be covered in the text. Additionally, many of the assignments are based on activities that we will be doing in class. If you are not in class, you will not be able to complete the related assignments. In general, you are expected to attend class regularly and come to class prepared to discuss required readings and assignments. If you are unprepared for class, you will be counted absent for that period.
STUDENT ABSENCES ON RELIGIOUS HOLY DAY POLICY: Section 51.91 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observation of a religious holy day, including travel for the purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University Policy 861001 provides the procedures to be followed by the student and instructor.

A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made within the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

GRADING: Your course grade will be based on your grades on two presentations, a final report, and a peer evaluation. Your grades will be posted on Blackboard.

PROJECT DESCRIPTION: This semester you will be working with your classmates to conduct a program evaluation for the City of Aransas Pass. Specifically, the class will be focusing on functions and outcomes related to the Fire Department.

PRESENTATIONS: Students will make two presentations over the course of the semester. The first presentation will be a mid-term or progress report. The second presentation will be a final presentation and describe the results of the evaluation that was conducted. The presentations should use powerpoint, handouts, or other visual aids. Each presentation is worth 100 pointes (20 percent of your final grade).

FINAL REPORT: Students will also present a final written report describing the results of the evaluation that was conducted. Parameters for the assignment will be discussed in class and posted on Blackboard. The final report is worth 200 points (40 percent of your final grade).

PEER EVALUATION: Much of the work in this course will be conducted in small groups. To ensure that each group member is effectively contributing to the project(s), group members will be asked to evaluate one another. Your evaluations from your peers are worth 100 points (20 percent of your final grade).

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**INSTRUCTIONAL METHODOLOGY:**

This course makes use of the Blackboard system. To be successful in the course you will need access to reliable internet service. *Most of the assignments in this course will be submitted using Blackboard.* Specific instructions for submitting assignments will be discussed in class.

You will need to check Blackboard and your Islander email account daily during the week for important course updates and reading assignments.

If you need help with Blackboard:

- View the tutorials at [https://iol.tamucc.edu/student_resources.html](https://iol.tamucc.edu/student_resources.html)
- Call the IT help desk at (361) 825-2692
- Email computer.helpline@tamucc.edu

**ACADEMIC HONESTY:**

The faculty of the College of Liberal Arts expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University. Academic dishonesty includes, but is not limited to: cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments as a member of the college.

**DISABLED STUDENT POLICY:**

The Americans with Disabilities Act (ADA) requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101. Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.
GRADE APPEAL PROCESS:

Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.