PROGRAM EVALUATION

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. 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. You are allowed one unexcused absence. After the first absence, you will lose one half of a letter grade for each absence. Coming to class unprepared, coming to class late, leaving class early, and failing to participate in class discussions or group work are considered absences.
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 grade in the course will be based on your ability to lead the class in a book discussion as well as several components of a service learning project we will conduct in conjunction with a local agency.

MAJOR COURSE REQUIREMENTS:

BOOK DISCUSSION: Each week, one student will lead the class in a discussion of that week's readings. A sign-up sheet will be provided at the first class meeting. You may opt to use PowerPoint or other visual aids. You are required to (1) provide your classmates with a handout summarizing relevant information from the chapter and (2) engage the class in a discussion and/or activity. Your classmates will be provided with an evaluation form for providing feedback on your presentation. Your book discussion is worth 50 points (10 Percent of your final grade).

PROJECT DESCRIPTION: This semester you will be working with your classmates to conduct a program evaluation for a local agency. You will work in small groups to conduct portions of the evaluation. NOTE: Although this is a group project, this is not necessarily a group grade. The final grade will be determined by each member’s contribution to the final project and presentation, and will include both peer- and self-assessments. If students are unable to work together, a student can be “fired” from their group with consensus from the other group members and instructor approval. The “fired” student will have to conduct his or her own project and presentation with a 15% penalty. Additional details and instructions will be distributed in class and posted on Blackboard.

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. The first presentation is worth 50 points (10 percent of your final grade). The second presentation is worth 100 points (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 AND SELF 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. You will also be asked to evaluate your contribution to the group project. These written evaluations are worth 50 points (10 percent of your final grade).

**REFLECTION PAPER:** Near the end of the semester, you will submit a short paper reflecting on your experience in conducting a program evaluation. Guidelines for the reflection paper will be discussed in class and posted on Blackboard. Your reflection paper is worth 50 points (10 percent of your final grade).

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percent</th>
<th>My Grade</th>
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</thead>
<tbody>
<tr>
<td>Book Discussion</td>
<td>50</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Presentation 1</td>
<td>50</td>
<td>10%</td>
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<tr>
<td>Presentation 2</td>
<td>100</td>
<td>20%</td>
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<tr>
<td>Final Report</td>
<td>200</td>
<td>40%</td>
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<tr>
<td>Peer Evaluation</td>
<td>50</td>
<td>10%</td>
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<tr>
<td>Reflection Paper</td>
<td>50</td>
<td>10%</td>
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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.

CLASSROOM/PROFESSIONAL BEHAVIOR: Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

ACADEMIC ADVISING
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

DISABILITY SERVICES
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation 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 call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room #116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

GRADE APPEALS PROCESS
As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the
class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at:
http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. (April 6) is the last day to drop a class with an automatic grade of "W" this term.

**STATEMENT OF ACADEMIC CONTINUITY:** In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**COURSE CALENDAR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>READING</th>
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<tbody>
<tr>
<td>01/24</td>
<td>Course Overview</td>
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<td>01/31</td>
<td>Site Visit</td>
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<tr>
<td>02/07</td>
<td>Overview of Program Evaluation</td>
<td>Evaluation CH 1</td>
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<tr>
<td>02/14</td>
<td>Tailoring Evaluations</td>
<td>Evaluation CH 2</td>
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<tr>
<td>02/21</td>
<td>Identifying Issues and Formulating Questions</td>
<td>Evaluation CH 3</td>
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<tr>
<td>02/28</td>
<td>Needs Evaluation</td>
<td>Evaluation CH 4</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
<td>Evaluation CH</td>
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<tr>
<td>03/07</td>
<td>Theory Evaluation</td>
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<td>03/14</td>
<td><strong>SPRING BREAK</strong></td>
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<tr>
<td>03/21</td>
<td>Implementation/Process Evaluation</td>
<td>Evaluation CH 6</td>
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<td>03/28</td>
<td>*<strong>ACJS</strong>**TBA</td>
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<tr>
<td>04/04</td>
<td>Outcome Evaluation</td>
<td>Evaluation CH 7</td>
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<td>04/11</td>
<td>Impact Evaluation Part I: Experimental Design</td>
<td>Evaluation CH 8</td>
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<td>Impact Evaluation Part II: Quasi-Experimental Design</td>
<td>Evaluation CH 9</td>
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<td>04/18</td>
<td>Impact Evaluation Part III: Program Effects</td>
<td>Evaluation CH 10</td>
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<td>04/25</td>
<td>Cost-Efficiency Evaluation</td>
<td>Evaluation CH 11</td>
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<td><strong>DRAFT OF FINAL REPORTS DUE</strong></td>
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<tr>
<td>05/02</td>
<td>Social Context of Evaluation</td>
<td>Evaluation CH 12</td>
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<td><strong>REFLECTION PAPERS DUE</strong></td>
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<td>05/09</td>
<td>Final Exam Period</td>
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<td><strong>PRESENTATION #2 (Tentative Date)</strong></td>
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<td><strong>FINAL REPORTS DUE</strong></td>
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<tr>
<td></td>
<td><strong>PEER EVALUATIONS DUE</strong></td>
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*The course calendar is subject to change. All changes to the calendar will be announced in class and posted on Blackboard.*