

Program Review and Analysis
PAD 6327 - 7244 Section, Fall 2002
Reubin Askew Tower, Room 420
Monday, 6:00-8:50 p.m.

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In recent decades, program evaluation has become an important part of public administration and management, and the need for systematic program evaluation has increased. Governments, funding agencies and citizens are requiring program directors to justify the effectiveness and usefulness of their programs, which is possible only through program evaluation. The purpose of this course is to provide a set of skills that you can use for evaluating all types of programs. The objectives of the course are: 1) to examine various research designs used for program evaluation; 2) to gain an understanding of the ethical considerations that surround program evaluation; 3) to understand how to develop goals, objectives and measures for evaluation; 4) to explore quantitative and qualitative methodologies used for program evaluation; 5) to gain practical experience in the development of evaluation plans; and 6) to practice critical thinking and writing skills.

All of the readings and assignments are posted on Blackboard. Your responsibilities for this class are as follows: 1) reading the assigned material **and bringing it to class sessions**; 2) completing the Blackboard assignments; 3) passing the final examination; 4) participating in group exercises; and 5) attending all class sessions. **Attendance is very important!** You should call me or send an e-mail message to me if you cannot attend class.

The following is the assignment of points and the grading scale:

Attendance & Participation	100 points
Blackboard Assignments	300 points
<u>Final Examination</u>	<u>100 points</u>
Total Possible	500 points

475-500 = A
450-474 = A-
435-449 = B+
415-434 = B
400-414 = B-
385-399 = C+
365-384 = C

Course Outline

August 26th - Introduction to Program Review and Analysis

Supplemental Materials on Blackboard:

- 1) Syllabus
- 2) Assignment Point Distribution

Assignment 1: Exploring Program Evaluation *Due 9/7

September 2nd – Labor Day Holiday – No Class

September 9th - An Overview of Program Evaluation

Reading:

- 1) “Why Evaluate Your Program?”
- 2) “Guiding Principles for Evaluators”
- 3) “Taking Stock” – pages 1-42

September 16th - Ethics of Program Evaluation - Online Class

Reading:

- 1) “Ethical Guidelines for Statistical Practices”
- 2) “The Belmont Report”
- 3) “Program Evaluation Standards”
- 4) “An Evaluation Culture” (from assignment 2)

Assignment 2: Ethical Frameworks and Decisions- *Due on 9/23

September 23rd - Planning an Evaluation and Types of Evaluations

Reading:

- 1) “Evaluation Plans and Operations Checklist”
- 2) “Planning the Evaluation”
- 3) “The Planning-Evaluation Cycle” (from assignment 3)
- 4) “Quality Criteria for Evaluation Plans” (from assignment3)

Assignment 3: Evaluation Plans and Types of Evaluations *Due on 9/23

September 30th - Types of Evaluation – Online Course

Assignment 4: Application of Program Evaluation Knowledge *Due by 10/4

October 7th - Developing Goals, Objectives and Measurement for Program Evaluation

Reading:

- 1) “Selecting Criteria and Setting Standards” (handout)
- 2) “Outcome Measurement” (from Assignment 5)
- 3) “Case 3 - Migrant Workers”

Assignment 5: Measurement for Program Evaluation *Due on 10/7

October 14th - Logic Models – Online Class

Reading:

- 1) “Program Evaluation Toolkit – What is a Program Logic Model?”
(from assignment 6)
- 2) “Evaluation Guidebook – Chapter 2” (from assignment 6)
- 3) “Evaluation Strategies for Human Services Programs –Sections 1 and 2” (from assignment 6)

Assignment 6: Developing Logic Models * Due by October 17th

October 21st - Research Design and Quantitative Methodology

Reading:

- 1) “Designing Evaluations – Chapters 1-3”
- 2) “Quantitative Analysis – Chapter 1”

October 28th - Survey Writing - Online Class

Reading:

- 1) “How to Plan a Survey” (from assignment 7)
- 2) “How to Collect Survey Data” (from assignment 7)
- 3) “Designing a Questionnaire” (from assignment 7)
- 4) “Survey Research” (from assignment 7)

Assignment 7: Survey Writing *Due by 11/1

November 4th - Qualitative Methods

Reading:

- 1) “Overview of Qualitative Methods and Analytic Techniques”

November 11th – Veteran’s Day Holiday – No Class

November 18th – Application of Evaluations

November 25th - Final Exam - Online Class

Final Exam Due by 11/26

Participation Paragraph is due by 11/26

December 2nd - Conclusions