Program Evaluation
EMR 6420

Course Syllabus

Fall Term 2013 (September 4, 2013 - December 13, 2013)
The course meets on Wednesday from 6:00 p.m. to 8:30 p.m.
The course will meet in Sangren Hall, room 04735

Instructor:
Gary Miron
Professor, Educational Leadership, Research & Technology
College of Education, WMU

Teaching Assistants
Nakia James and Diyana Kamarudin
Doctoral Students, Evaluation, Measurement & Research

Office hours:
☑ 1 hour before class and one-half hour after class.
☑ I am very flexible to meet by appointment. You can usually find me in my office in the ELRT Department. Otherwise you are welcome to call my cell. If you wish to schedule a private conversation by phone, skype, or live chat, you can do this by e-mail or phone. If you think your question(s) have a wider appeal, please use the course discussion board so that all students can benefit from the exchange.

Contact information for Gary Miron
ELRT Department, Sangren Hall
Office phone: 269-387-5122
Cell phone: 269-599-7965
e-mail. <gary.miron@wmich.edu>
Skype: gary.miron

Contact for TAs:
Nakia James Cell phone: 269-359-8131
Diyana Kamarudin Cell phone: 269-276-6887

Course Description
3 credit hours

Course Catalog Entry
Emphasis is on the theory of program evaluation, on techniques used in program evaluation, and on the standards of quality professional practice. Students are expected to apply the principles of evaluation to design problems.

Instructors’s Description
The course will provide a comprehensive review of relevant theoretical and methodological knowledge related to program evaluation. Also the course will focus on specific skills that are relevant and often used in conducting program evaluations. Group work, weekly written assignments, and course projects will provide opportunities to apply knowledge and skills.
Each class meeting will be divided into a few distinct components/segments that will allow us to switch between diverse activities and learning modalities, e.g., lecture, student-led discussion, group work, and occasional skill-building activities.

Critical thinking and writing skills are essential for success in this course. These are some of the most important skills you will need for success in your careers and they will be heavily emphasized in this course.

*Course Objectives*

The overall aim of the course is to acquire a large portion of the knowledge and skills required to work as a program evaluator. By the end of this course, students will be able to:

1. Explain the major concepts and key elements of program evaluation
2. Understand the rationale and uses for program evaluation
3. Explain diverse approaches and models relevant to program evaluation
4. Be familiar with skills required in conducting program evaluation
5. Design and plan evaluations

Class participation is important to the student’s own learning experience as well as that of other students. Thus, class participation is encouraged, required, and rewarded.

*Weekly Activities*

Every student will have responsibility for constructing and posting at least 1 question on the assigned readings each week. Questions should be posted on the class discussion board no later than 11 a.m. on the Sunday prior to class. The posting of questions is designed to help us identify areas that are more difficult to understand, either conceptually (e.g., “why is this important?”) or technically (e.g., “I don’t understand what defines….or how this process resolves ….issue.”). Questions might be ones that puzzle over conclusions or comparisons across readings. If one student is puzzled over an issue, it is likely that others are as well. This weekly activity is designed to promote on-line discussion and to ensure that students are well prepared for discussion in class. Course participants are expected to respond to the questions posted on the discussion board.

Most class sessions will devote some time to student-led discussions. Class participants can volunteer or will be randomly asked to lead the discussion over one or more topics that were covered in the previous week’s reading. Therefore, all students should be prepared to lead the discussion each week. Class discussions are critical to facilitate the learning of everyone in the group.

This is a rigorous graduate level course. The readings required for each week will range from 80-150 pages of technical material. Almost every week, participants will have a writing assignment that will be 2-4 single-spaced pages in length. The topic for each assignment will be announced each week.
Optional study sessions will be organized and hosted by either the instructor or TAs. These will be arranged as needed or as requested by course participants. The scheduling of the optional study sessions will likely be scheduled for the lunch hour or early afternoon on Monday, Tuesday, or Wednesday.

Grading

Course Participation
Participants are expected to be actively engaged in the class. Participation will be evaluated based on (i) attendance, (ii) level and quality of engagement in class activities and on-line discussions, (iii) electronic posting of questions each week on reading assignments, and (iv) role in leading classroom discussions. Total of 28 points (14 points assigned after mid-term, and 14 points for participation assigned at end of course).

Writing Assignments
There will be a total of 9 writing assignments; basically that means a writing assignment will be due every week, except for the first week, two weeks in the middle of the course, and the final two weeks of the course when you will be preparing for the final exam. Each of the writing assignments is worth 5 points. Total 45 points. Class participants may request to re-write no more than two writing assignment. (See more details on the separate handout regarding writing assignments.)

Examinations
Midterm and final exams will be completed in class on October 16 and December 11, respectively. Midterm exam is worth 7 points and final exam is worth 20 points for a total of 27 points.

Grading Scale

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100 - 92.5 points</td>
<td>A</td>
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<tr>
<td>92.4 - 87.5 points</td>
<td>BA</td>
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<tr>
<td>87.4 - 82.5 points</td>
<td>B</td>
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<tr>
<td>82.4 - 77.5 points</td>
<td>CB</td>
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<tr>
<td>77.4 - 72 points</td>
<td>C</td>
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<tr>
<td>Below 72 points</td>
<td>E</td>
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Incompletes will only be considered in the most dire of circumstances.

Expectations

- Students are expected to attend scheduled class sessions and to fully participate during the diverse classroom activities. If you are sick, snowed in, or away on business you are expected to contact a classmate with a laptop and arrange to participate electronically via Skype. If your health or other circumstances limit your ability to participate electronically, then contact the instructor via phone and/or email before class or as soon thereafter as possible.
- Please turn cell phones/pagers and other electronic communications devices to silent mode (or off) during class.
- When sending e-mails regarding the class, please use the eLearning site for the course. If you need to use my university e-mail address, please include “EMR 6420” in the start of the subject line.
- The usual expectations exist regarding Academic Honesty, the Student Code of Honor (i.e.,
do not represent as your own work the work of others, cite all sources appropriately, etc.) and
general academic policies on such issues as diversity, religious observation, student
disabilities, etc. The policies can be found at <http://catalog.wmich.edu> under Academic
Policies, Student Rights and Responsibilities. Unless I am advised otherwise, by an
administrator in a supervisory position, these policies will all apply as they are presented.

- When citing research or including references in your writing assignments, please follow
guidelines from the American Psychological Association Publication Manual. Otherwise,
details for specific writing requirements will be listed in a separate handout that describes the
writing assignments.

- Students with disabilities who foresee the need for accommodation or those with known
conflicts with any course session should see me at the beginning of the course, or as
needs/expectations change during the course.

**Required Texts:**


Publications, Inc. [UFE]


**Optional Resource:**

Joint Committee on Standards for Educational Evaluation. (1994). *The program evaluation standards.*

Southbound: Penang, Malaysia.

In addition to these texts, each participate is expected to have a computer with Skype capability.
Preferably, you will need a headset with microphone and a digital video camera.
Weekly Writing Assignments

Course participants will receive plenty of opportunities to practice and apply critical thinking skills during the course. The best example of applying these skills is the weekly writing assignment. The weekly writing assignments will be structured writing assignments that will be short in length but will require thoughtful identification and defense of ideas.

The weekly writing assignment will be handed out in class each Wednesday evening. The assignment is due the following Sunday morning by 11 a.m., unless otherwise noted. Each assignment is to be submitted via the eLearning system.

The writing assignment should strictly following the guidelines specified below:

- Do not exceed the maximum number of pages indicated for each specific assignment.
- Use 1.5 inch margins on all sides of the page.
- Only single space text, no space between paragraphs, and indent the start of each paragraph.
- Font should be a Times 12 or equivalent.
- Your name, the number of the writing assignment (e.g., Writing Assignment #3) and due date of assignment should be upper right-hand corner of first page.
- References should be used sparingly; when used they should follow APA format.
- The writing assignment file should be in MS Word. If there is another format you prefer, please take this up with me before submitting your assignment. The Word format allows for easy handling and electronic feedback from the course instructors.
- The file names should identify the course assignment numbers as well as your first and last name; use the following file naming example as a guide: WA1_Gary_Miron.doc. No spaces should be used in the file name!
- All work will be evaluated based on accuracy, adherence to guidelines and due dates, thoroughness, and evidence of effort, professionalism, data integration, coherence, and appearance. Be sure to spell check, proof, and edit all work submitted.
- Class participants are encouraged to edit and advise one another, although each essay is expected to be unique. For some assignments, we may require that course participants conduct an initial review of a classmate’s initial draft.
- Timely completion and the quality of your work will contribute to your overall course grade. In fairness to all, a penalty will be imposed for any work submitted late (generally speaking, the penalty will be equivalent to one point or more). Re-writes will also be subject to a minimum1 point deduction.

If you require help with your writing, please contact the WMU Writing Center, tel. 269-387-4615 [http://www.wmich.edu/casp/writingcenter/]. The Writing Center provides short courses and individualized support which can help strengthen your writing. This is an important and valuable service that is paid for with your tuition dollars.